

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE
CITY OF SHREVEPORT – PARISH OF CADDO**

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OCCUPATIONAL INDEX TO FIRE CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF SHREVEPORT – PARISH OF CADDO

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *

FIRE ENGINEER **

FIRE CAPTAIN **

BATTALION CHIEF **

ASSISTANT FIRE CHIEF **

DEPUTY FIRE CHIEF **

FIRE CHIEF *

FIRE COMMUNICATIONS OFFICER I*

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INFORMATION TECHNOLOGY SPECIALIST *

EMERGENCY MEDICAL SERVICES OFFICER *

ASSISTANT CHIEF OF EMERGENCY MEDICAL
SERVICES **

CHIEF OF EMERGENCY MEDICAL SERVICES
**

ADMINISTRATIVE ASSISTANT TO THE FIRE
CHIEF *

EXECUTIVE ASSISTANT TO THE FIRE CHIEF *

EMERGENCY VEHICLE TECHNICIAN *

EMERGENCY VEHICLE TECHNICIAN II **

ASSISTANT CHIEF OF MAINTENANCE **

CHIEF OF MAINTENANCE **

DEPARTMENTAL RECORDS CLERK *

Competitive *

Promotional**

SH Fire Index

Original Adoption: 06-18-46

Revision Dates: 09-14-50, 07-21-52, 01-25-56, 09-24-57, 02-26-65, 01-18-67, 04-05-67,
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12-01-83, 03-01-84, 06-07-84, 09-06-84, 12-06-84, 03-07-85, 06-19-86,
11-05-87, 06-16-92, 02-16-95, 04-04-95, 11-02-95, 07-18-96, 02-16-00,
05-16-01, 12-07-05, 08-20-08, 12-10-08, 05-13-09, 04-14-10, 05-09-12,
08-23-22

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is the beginning level of firefighting work involving primarily the learning of the necessary fundamentals and practical methods. Work involves attending training sessions and drills, learning methods and procedures, servicing equipment and stations, fighting fires and standing watches. Employees of this class are assigned to a fire company and work an assigned shift. Immediate supervision is received from a higher-ranking employee.

EXAMPLES OF WORK

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

Studies and receives instructions from experienced men on the various phases of firefighting;

Assists in all work performed by the fire company, such as laying and connecting hose, operating fire hydrants, carrying and setting up ladders, performing salvage and overhauling work, and all related work;

Stands floor watches and performs custodial and maintenance work at the fire station servicing equipment, station, and grounds;

Attends training courses, reads and studies assigned materials, texts, rules and regulations, practices tying knots, the handling of ladders and other equipment, and generally acquaints himself with the work of the fire department and a fire company;

Performs related work as required or assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of high school mathematics;

Some knowledge of the mechanical and building trades;

Skill in physical agility;

Ability to understand and follow oral and written instructions;

Ability and willingness to learn firefighting work and rules and regulations in order to perform satisfactory work and to seek advancement;

Ability to cooperate with others;

Ability to work long hours under adverse conditions;

Ability to climb and work at considerable height.

New employees shall receive as part of their basic training a course of instruction reasonably calculated to prepare them to pass the emergency medical technician certification test within their probationary period, and they must pass such test as a condition of their confirmation as a regular and permanent employee in the Firefighter classification.

QUALIFICATION REQUIREMENTS

Applicant must:

Be at least 18 years of age but not yet have attained the age of 33 years of age.

Prior to the conditional offer of employment, applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

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

Must meet all other general provisions of Paragraph 23 of The Municipal Fire and Police Civil Service Law.

Firefighter SH

Original Adoption: 06-18-46

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12-06-90, 01-05-95, 04-17-97, 04-19-00, 09-12-07, 02-13-08, 02-12-12,
06-22-22, 03-22-24

FIRE ENGINEER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF CLASS

Work involves skilled and hazardous performance in driving, tillering, and operating departmental vehicles and equipment; also in fire fighting and life saving 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 Fire 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 lines;

Operate pump at fire, as required;

Perform general fire fighting, life saving, and salvage work at scene of fire when not engaged in pumping operations;

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;

Assist departmental mechanic in the repair of fire apparatus, as required;

Stand telephone and station watch, as required;

Learn and practice new methods.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of fire department apparatus, tools, and equipment and their proper uses;

Good knowledge of modern methods of fire fighting, and the fundamentals of first aid;

Good knowledge of his fire district including the location of the streets and block numbers, principal buildings, fire hydrants, and fire lanes;

Fair mechanical aptitude;

Ability to drive and effectively operate fire department equipment and apparatus;

Ability and willingness to understand and carry out written and oral instructions;

Ability and willingness to keep informed on new methods of work;

Ability and willingness to get along with others.

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

Must have one year's service as a regular and permanent employee in good standing in the class of Firefighter;

Must be at least eighteen (18) years of age;

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

Fire Engineer SH

Original Adoption: 06-18-46

Revision Dates: 11-17-54, 08-14-75, 01-05-95, 05-13-09, 03-02-23

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is supervisory and skilled work in directing the activities of a small group of employees on an assigned shift or personally performing inspections and other fire prevention activities. An employee of this class is responsible for the efficient operation of all employees and equipment assigned to his shift and/or for conducting inspections according to an established routine. Immediate supervision is usually exercised over a small group of employees but inspection work usually involves little or no supervision over other employees. Work is performed under the immediate as well as the general supervision of a superior who reviews work for results obtained through personal observation and reports.

EXAMPLES OF WORK

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

Responds to all fire alarms and emergency calls upon assignment, selects route to scene of action, recognizes situation and proceeds to take action to eliminate undesirable existing conditions.

Supervises and assists a company in the extinguishing of a fire, in the cleaning and care of a station, and in the servicing of all assigned equipment.

Inspects public buildings, business houses, hospitals, schools, and places of public gatherings for the purposes of detecting fire hazards or conditions which are otherwise hazardous to life or property.

Inspects hazardous manufacturing processes, storages, or installations of gases, chemicals, oil, explosives and flammable materials, interior fire alarm and automatic sprinkler systems.

Investigates the cause of fire hazards and makes a report of findings.

Investigates the cause, origin and circumstances of fires.

Performs minor clerical work as making reports of fires, personnel activities of company, and the preparation of requisitions for supplies and other simple records.

Trains and drills employees.

Performs various related duties as assigned or required.

The driving of departmental vehicles.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the use and care of fire fighting apparatus, tools, and equipment.

Knowledge of state and municipal laws, statutes, ordinances, and regulations that apply to fire prevention and general public safety.

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other available sources of water supply, major fire hazards, and the location, names, and block numbers of streets.

Some knowledge of modern training procedures and practices.

Skill in the use and service of fire fighting tools, equipment and apparatus.

Skill in observation.

Skill in first aid.

Ability to give clear, concise, and effective commands and orders.

Ability to adopt a quick, effective and reasonable course of action in emergencies.

Ability to detect conditions hazardous to life and property and take correct action to eliminate the condition.

Ability to deal firmly but courteously with the public.

Ability to carry out oral and written instructions and orders.

QUALIFICATION REQUIREMENTS

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

Must be a regular and permanent employee in good standing in a class of the next lower level.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate

good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Fire Captain SH

Original Adoption: 06-18-46

Revision Dates: 01-25-56, 01-05-95

BATTALION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is responsible supervisory and skilled work in directing the activities of a group of employees on a shift within an assigned area, or assisting in the supervision of a group of employees engaged in fire prevention and inspection. An employee of this class may personally perform difficult inspectional work and assist in directing the activities of fire prevention and inspection. Both general and immediate supervision is received from a superior who reviews work through observation, oral or written reports, and through conferences. Supervision is exercised over employees on an assigned shift, or employees assigned to fire prevention and inspection work.

EXAMPLES OF WORK

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

Responds to fire alarms within an assigned area and to other fires by special assignment.

Assists in planning and supervising the activities embracing fire prevention and inspection.

Inspects and assists in the supervision of employees performing inspections relating to fire hazards and general public safety.

Assumes command upon arrival at fires, and directs all fire fighting and life saving activities until relieved by an employee of higher rank.

Inspects personnel, stations, equipment, apparatus, and reports of each company within an assigned area to assure compliance with established regulations.

Investigates complaints and takes action to correct violations and irregularities.

Aids and assists in employee training.

Makes oral and written reports.

Performs related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of fire fighting principles, practices, and equipment.

Good knowledge of state and municipal laws, statues, ordinances, and regulations that apply to fire prevention and general public safety.

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other available sources of water supply, major fire hazards, and the names, location, and block numbers of streets.

Knowledge of the laws that apply to arson and the rules of evidence.

Knowledge of the internal operation of a modern fire department, including established personnel procedures.

Knowledge of modern training practices and procedures.

Skill in observation.

Ability to give clear, concise, and effective commands and orders.

Ability to adopt a quick, effective, and reasonable course of action in emergencies.

Ability to detect conditions hazardous to life and property and take correct action to eliminate the condition.

Ability to deal firmly but courteously with the public.

Ability to understand oral and written instructions and orders.

QUALIFICATION REQUIREMENTS

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

Must be a regular and permanent employee in good standing in a class of next lower level.

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

Battalion Chief SH

Original Adoption: 06-18-46

Revision Dates: 01-25-56, 01-05-95, 12-10-08

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is supervisory and skilled work in assisting in the direction and supervision of the various activities of the fire department. Usually an employee of this class is responsible for the efficient operation of an assigned shift but an employee may be assigned to supervise the fire inspection and prevention duties performed by the department. Supervision is exercised over a large number of employees both directly and indirectly and a superior reviews work through personal observation, oral or written reports, and conferences.

EXAMPLES OF WORK (Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in planning and directing the activities of the fire department;

Responds to alarms and assumes command upon arrival at a fire until relieved by an employee of higher rank; Assists in planning and supervises the activities involving fire prevention and inspection;

Inspects and supervises the inspection of various structures planned, in process, and completed for compliance with requirements relating to fire hazards and general safety;

Inspects and supervises the inspection of stations, equipment, records, and personnel to insure compliance with regulations and established methods and procedures;

Investigates complaints and makes recommendations for the correction of any irregularities;

Investigates the cause and origin of fires;

Makes reports and maintains records of activities;

Attends conferences;

Assists in training employees;

Performs various related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of modern fire fighting principles, methods, practices, and equipment;
Thorough knowledge of state and municipal laws, statues, ordinances, and regulations that apply to fire prevention and general public safety;

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other available sources of water supply, major fire hazards, and the names, location, and block numbers of streets;

Good knowledge of modern training practices and techniques;

Good knowledge of the internal operation of a modern fire department including established personnel procedures;

Good knowledge of the materials and practices used in building construction and repair work;

Good knowledge of the laws that apply to arson;
Skill in observation;

Ability to give clear, concise, and effective commands and orders;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to detect conditions hazardous to life and property and take the proper action to eliminate the condition;

Ability to deal firmly but courteously with the public;

Ability to understand oral and written instructions and orders.

QUALIFICATION REQUIREMENTS

Must be at least thirty (30) years of age;

Must be a regular and permanent employee in good standing in a class of the next lower level;

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

Assistant Fire Chief SH

Original Adoption: 01-18-87

Revision Dates: 01-05-95

DEPUTY FIRE CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Assist the Fire Chief in the planning, directing, and supervision of the fire department operations as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class, involves a high degree of skill and responsibility as well as exposure to personal hazards in assisting the Fire Chief in directing and supervising the activities of the fire department;

An employee of this class is directly responsible to the Fire Chief for the efficient operation of the fire department;

In the absence of the fire chief assumes the fire chief's duties. This class ranks immediately below that of Fire Chief.

EXAMPLES OF WORK

(Illustrative only)

Assist the fire chief in planning, supervising, and directing the activities of the department.

Respond to all fire alarms as required by the fire chief;

Assume command upon arrival at fires and direct fire fighting and life saving activities until the chief arrives and assumes command;

Make reports as required by the fire chief;

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of the principles of fire administration to include personal management, budgetary, administration and supervising practices and principles, and public relations;

Ability to direct and supervise the receipt and filing of reports and records for all types used by the fire department and the maintenance of personnel records as required;

Thorough knowledge of fire fighting principles, practices, and equipment; also good knowledge of fire prevention laws and ordinances;

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other available sources of water supply, major fire hazards, and the names, location, and block numbers of streets located in the city;

Good knowledge of training practices and techniques;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to lead men and give effective orders;

Ability and willingness to keep informed on modern fire department methods;

Ability and willingness to understand and effectively carry out orders;

Ability and willingness to get along with others.

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

Must be a regular and permanent employee in good standing in a class of the next lower level.

Must be at least thirty (30) years of age;

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

Deputy Fire Chief SH Original Adoption: 06-18-46 Revision Dates: 03-31-48, 01-18-67, 03-04-71, 06-14-74, 01-05-95, 12-10-08

FIRE CHIEF

(Competitive)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise all operations of the fire department in the capacity of chief engineer and commanding officer including all sub-departments; and related work as required by the Mayor as the appointing authority.

DISTINGUISHING FEATURES OF THE CLASS

Competitive class requiring a high degree of skill, knowledge and responsibility in directing all aspects of the Shreveport Fire Department, including the direction of fire fighting, fire prevention, fire safety, emergency medical services, fire training, and hazardous material response, and a comprehensive knowledge of administrative functions of the department. The position requires that the Chief be on duty and available for call at all times, subject to having made appropriate arrangements for command responsibility when out of town or incapacitated. The Chief of the Fire Department shall report and be accountable to the Mayor.

EXAMPLES OF WORK

(Illustrative Only)

Respond, day and night, to all alarms received for significant fires or hazardous materials occurrences; or those received from areas in which the occurrence might result in serious loss either to life or property; respond to all other alarms or emergency calls for which the department is answerable, either in person or through appropriate subordinates;

Direct and supervise subordinate officers and employees at scene of emergency in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire, overhauling after the fire and all other duties of the Department;

Direct and supervise the general care, maintenance, and use of all departmental alarm and signaling systems, fire fighting and other emergency apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchase, or recommend the purchase, of equipment and supplies in the manner provided by law, and keep such purchases, or recommended purchases, within the budget therefore;

Provide for the preparation and supervise the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, emergency medical services responses, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigate the cause, origin, and circumstances of all fires occurring in the city, and investigate whether such fires are the result of carelessness or the act of an incendiary, and report all facts relating thereto to the State Fire Marshall and other appropriate law enforcement officials as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire, panic or other hazard in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Inform the public of the necessity and methods of civilian cooperation in fire prevention work, by the means of talks, demonstrated lectures, distribution of literature, to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc.;

Provide for employee training regularly by the Fire Academy and otherwise as necessary, and arrange periodically for special elementary and advanced training of all employees of the department;

Promote a stable work environment in the department; maintain discipline of employees and report more serious violations of departmental rules to the Mayor and Municipal Fire and Police Civil Service Board;

Delegate authority to subordinates when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules;

Attend continuing education programs on the management and operation of fire department work, and generally keep informed as to modern methods and procedures for providing all services for which the Shreveport Fire Department is now and may be hereafter responsible, and as to local conditions impacting on these services.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of emergency response principles, practices, and equipment;

Knowledge of the geography of the city, including the location of fire hydrants, water mains, other available sources of water supply, and the major fire hazards located in the city;

Knowledge of the medical community in order to operate the emergency medical services;
Knowledge of the rules and regulations of the fire department and of the laws under which it operates; also knowledge of fire prevention laws and ordinances;

Knowledge of training practices and techniques;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to delegate work for subordinates, lead personnel and give effective orders;

Ability to prepare and administer necessary budget for the Department;

Ability to maintain discipline and high morale;

Ability to prepare technical and administrative reports of a routine nature;

Ability and willingness to understand and effectively carry out orders;

Ability and willingness to get along with others,

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate. Or possess any equivalent combination of experience and training sufficient, in the opinion of the board, to indicate ability to satisfactorily perform the work; provided that any applicant for this class shall have had not less than ten (10) years of full-time service with a full-time, paid fire department, and not less than three (3) years on the fire line.

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

Fire Chief SH

Original Adoption: 06-18-46

Revision Dates: 04-06-89, 03-14-91, 01-05-95, 02-15-12

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is responsible technical work in making investigations and inspections for the purpose of enforcing fire prevention rules, regulations, ordinances, and laws. Employees of this class have the responsibility for properly inspecting structure and properties both existing and under construction. Inspections are performed in an established manner with little or no discretion to act independently. Work is performed under the immediate supervision of an employee of higher rank and a review is made during progress or upon completion through oral or written reports and conferences. This class ranks immediately below that of Assistant Director of Fire Prevention.

EXAMPLES OF WORK

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

Inspects, in an established manner, schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, and business properties to ascertain compliance with state, parish, and municipal fire prevention regulations;

Investigates the cause, origin, and circumstances of fires as may be required;

Reinspects violator's premises, giving particular attention to established hazards and violations;

Prepares and delivers or conducts talks, lectures, speeches, conferences, and training courses involving fire prevention to other employees, business clubs, schools, and other groups of citizens or organizations;

Prepares reports, records, and other data of inspections and investigations involving fire prevention operations;

Establishes and maintains good public relations.

Responds to alarms when called or directed.

Performs various related duties as assigned or required.

Knowledge of state, parish, and local laws, rules, regulations, and ordinances relating to fire prevention practices.

Knowledge of building construction and practices and codes as they relate to fire hazards.

Knowledge of the rules relating to collection and preservation of evidence.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES:

Skill in observation.

Ability to make inspections and investigations.

Ability to detect conditions hazardous to life and property.

Ability to establish and maintain good public relations.

Ability to deal firmly by courteously with the public.

Ability to prepare or follow oral and written instructions.

Ability to plan, prepare, and deliver or conduct lectures, speeches, conferences, and training sessions.

QUALIFICATION REQUIREMENTS

Must be not less than twenty-one (21) years of age on closing date of the examination announcement.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

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

Must possess three (3) years' experience as a Firefighter of a paid department.

Fire Prevention Officer SH

Original Adoption: 10-02-57

Revision Dates: 06-14-74, 12-01-83, 01-05-95, 12-10-08, 04-14-10, 02-15-12

ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

This is responsible supervisory and technical work in assisting in the planning and the direction of the activities of the fire prevention bureau. An employee of this class has the responsibility for assisting in the proper inspection of buildings, structures, and properties to insure compliance with local fire prevention ordinances and state statutes. Inspections are performed in an established manner and they arise from regular routine or from complaints and by personal observation of violations or suspected violations. An employee of this class works under the immediate supervision of the Director of the Fire Prevention Bureau with work reviewed through oral or written reports and conferences. Supervision is exercised over employees of the fire prevention bureau and other employees when they are assigned. This class ranks immediately below that of Director of Fire Prevention Bureau.

EXAMPLES OF WORK

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

Investigates the cause, origin, and circumstances of fires as may be required.

Assists in supervising the activities of all employees in the Fire Prevention Bureau engaged in enforcing fire prevention laws and ordinances; gives advice and assistance to subordinates.

Inspects or assists in the direction of the inspection of schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, and business properties to ascertain compliance with state, parish, and municipal fire prevention regulations.

Informs citizens responsible of any violations and hazards; advises and suggests methods and actions to insure compliance with established Fire Prevention Codes and laws; reinspects violators' premises giving particular attention to established hazards and violations; investigates complaints of continued violations of fire safety regulations.

Assists in planning the activities of other department employees assigned to duty involving inspection and investigation.

Plans, prepares, and delivers or conduct talks, lectures, speeches, conferences, and training courses involving fire prevention to other employees, business clubs, schools, and other group of citizens or organizations.

Prepares, maintains, and reviews reports, records, and other data of inspections and investigations involving fire prevention operations through established routine or upon request of a superior.

Assists in coordinating fire prevention bureau activities with the other units of the fire department, and cooperates with other municipal departments and state or federal agencies.

Establishes and maintains good public relations.

Responds to alarms when called or directed.

Performs various related duties as required as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of state, parish, and local laws, rules, regulations, and ordinances relating to fire prevention practices.

Good knowledge of building construction and practices and codes as they relate to fire hazards.

Good knowledge of the rules relating to collection and preservation of evidence.

Skill in observation.

Ability to make inspections and investigations.

Ability to detect conditions hazardous to life and property and to make proper recommendation for their correction.

Ability to cooperate with public officials and to establish and maintain good public relations.

Ability to deal firmly but courteously with the public.

Ability to prepare or follow oral and written instructions.

Ability to plan, prepare, and deliver or conduct lectures, speeches, conferences, and training sessions.

QUALIFICATIONS REQUIREMENTS

Must be a regular and permanent employee in the class of Fire Inspector.

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

SPECIAL PROVISION

Whenever qualified department employees as outlined above fail or refuse to take the examination for this class, fail to attain a passing score, refuse appointment after being certified, or if there be no such regular employees, then admission to the test shall be open to all applicants including department employees who qualify as follows:

COMPETITIVE REQUIREMENTS

Must be not less than twenty-one (21) years of age on closing date of the examination announcement.

Must have satisfactorily completed high school or possess an equivalent certificate as certified by an accredited state institution of education. This does not apply to departmental employees prior to September, 1957.

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

Must possess three (3) years of experience as a member of a paid fire department.

Assistant Chief of Fire Prevention SH Original Adoption: 10-02-57 Revision Dates: 01-18-67, 06-14-74, 01-05-95, 05-16-01, 12-10-08
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CHIEF OF FIRE PREVENTION

(Promotional Class)

This is responsible supervisory and technical work in planning and directing the activities of the fire prevention bureau. An employee in this class has the responsibility for the proper inspection of buildings, structures, and properties to insure compliance with local fire prevention ordinances and state statutes. Inspections are performed in an established manner and they arise from regular routine or from complaints and by personal observation of violations or suspected violations. An employee of this class works under the general supervision of the Deputy Fire Chief with work reviewed through oral or written reports and conferences. Supervision is exercised over employees of the fire prevention bureau and other employees when they are assigned.

EXAMPLES OF WORK

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

Plans, directs, and supervises the activities of all employees in the fire prevention bureau engaged in enforcing fire prevention laws and ordinances; gives advice and assistance to subordinates.

Inspects or directs the inspection of schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, and business properties to ascertain compliance with state, parish, and municipal fire prevention regulations.

Informs citizens responsible, of any violations and hazards; advises and suggests methods and actions to insure compliance with established fire prevention codes and laws; reinspects violators premises giving particular attention to established hazards and violations; investigates complaints of continued violations of fire safety regulations.

Assists in planning the activities of other department employees assigned to duty involving inspection and investigation.

Plans, prepares, maintains, and reviews reports, records, and other data of inspections and investigations involving fire prevention operations through established routine or upon request of a superior.

Coordinates fire prevention bureau activities with the other units of the fire department, and cooperates with other municipal departments and state or federal agencies.

Establishes and maintains good public relations.

Responds to alarms when called or directed.

Perform various duties as assigned or required.

Supervises investigation of fires.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of state, parish, and local laws, rules, regulations, and ordinances relating to fire prevention practices;

Thorough knowledge of building construction and practices and codes as they relate to fire hazards;

Good knowledge of the rules relating to collection and preservation of evidence;

Skill in observation;

Ability to make inspections and investigations;

Ability to detect conditions hazardous to life and property and to make proper recommendation for their correction;

Ability to cooperate with public officials and to establish and maintain good public relations;

Ability to deal firmly but courteously with the public;

Ability to prepare or follow oral and written instructions;

Ability to plan, prepare, and deliver or conduct lectures, speeches, conferences, and training sessions.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in a class of Assistant Director of the Fire Prevention Bureau.

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

SPECIAL PROVISIONS

I. Whenever the qualified department employee as outlined above fails or refuses to take the examination for this class, fails to attain a passing score, refuses appointment after being certified, or if there be no such regular employee, then admission to the test shall be open to all regular and permanent employees in the class of Fire Inspector.

II. Whenever qualified department employees as outlined above fail or refuse to take the examination for this class, fail to attain a passing score, refuse appointment after being certified, or if there be no such regular employees, then admission to the test shall be open to all applicants including department employees who qualify as follows:

COMPETITIVE REQUIREMENTS

Must be no less than twenty-one (21) years of age on closing date of the examination announcement.

Must have satisfactorily completed high school or possess an equivalent certificate as certified by an accredited state institution of education.

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

Must possess five (5) years of experience as a member of a paid fire department.

Chief of Fire Prevention SH

Original Adoption: 10-02-57

Revision Dates: 01-18-67, 06-14-74, 01-05-95, 05-16-01, 12-10-08

FIRE TRAINING OFFICER

(Competitive Class)

NATURE OF WORK

This is responsible work in the fire department concerned with assisting in implementing the program of the training division of the department. An employee of this class gives lectures on various subjects, prepares records, reports, and performs any function necessary to see that the program is carried out in accordance with instructions and predetermined plans.

The class of Fire Training Officer ranks immediately below the class of Assistant Chief Training Officer and receives supervision and assignments from an employee of higher rank. Supervision is exercised over employees when they are assigned to assist or receive training.

EXAMPLES OF WORK

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

Give routine and technical lectures concerned with fire fighting methods, techniques, and practices to fire department employees;

Put on demonstrations, conduct drills, and give examinations to employees who are taking original or refresher training courses, in accordance with the plans of the training program;

Teaches courses in any areas of emergency medical services required to prepare department personnel to obtain or maintain emergency medical technician certification at all levels; assembles or develops training material; makes lesson plans; evaluates progress of personnel during training;

Goes to the emergency scene to review medical operations in order to incorporate needed changes into training; goes to emergency scene to evaluate work of emergency medical technician candidates;

Keep records of training sessions including type of training, attendance at sessions, and frequency of each type of session;

Attends training classes, schools, conferences, and other types of training programs for the purpose of receiving instruction on and acquiring knowledge of the most modern and accepted fire department methods and emergency medical techniques and standards;

Attends meetings of clubs, associations, schools, and other groups, for the purpose of explaining and teaching fire department activities and functions;

Performs various related duties as assigned, required, or as indicated.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of fire fighting, fire prevention, fire fighting equipment, first aid, and rescue practices.

Thorough knowledge of the department's rules and regulations.

Ability to impart information and to effectively explain operations of fire equipment and fire fighting techniques.

Ability to prepare clear and comprehensive reports and letters concerning training matters.

Ability to conceive of, develop, and use training aids and to put on demonstrations.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least three (3) years' experience as a firefighter in a paid fire department.

Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

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

Fire Training Officer SH

Original Adoption: 11-22-71

Revision Dates: 09-06-84, 12-06-84, 08-01-85, 06-19-86, 01-05-95, 02-15-12

ASSISTANT CHIEF TRAINING OFFICER

(Promotional Class)

NATURE OF WORK

This is an important position in assisting in the planning and conducting of a training program for all employees of the department.

An employee of this class assists the fire training officer in personally conducting training classes using physical and mental drills, lectures, tests, and other types of teaching methods. The work also involves keeping records of the drill time of each crew.

The assistant chief training officer reports directly to the chief training officer, who reviews his work through reports, conferences, and results of job performance.

EXAMPLES OF WORK

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

Assists in the direction of a training program for officers and employees of the fire department;

Conducts drills and training classes at the drill field and at the fire stations as directed by his immediate superior;

Assists in the preparation, administration, and evaluation of certification tests given to probationary employees;

Assists in conducting research of technical data, including local fire and medical reports and statistics, to integrate pertinent matter into the training program;

Keeps training records as assigned by the chief training officer;

Attends training conferences and schools to keep abreast of modern fire fighting methods emergency medical techniques and standards, and training procedures;

Makes recommendations to the chief training officer for improving the training program;

Performs various related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of fire fighting, fire prevention, first aid, and rescue practices;

Thorough knowledge of the operation and maintenance of fire department apparatus and equipment;

Good knowledge of the geography of the city;

Thorough knowledge of the department's rules and regulations;

Good knowledge of modern teaching methods as used in fire departments;

Good knowledge of training methods and techniques;

Ability to establish and maintain effective working relationships with employees;

Ability to teach other employees all phases of fire fighting and fire prevention;

Ability to prepare clear and comprehensive reports on training activities;

Ability to express ideas in a clear and concise manner, either orally or in writing.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular and permanent employee in good standing in the class of Fire Training Officer;

Must possess at least five (5) years' experience as a member of a paid fire department, of which at least three (3) years' experience be as a firefighter;

Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

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

Assistant Chief Training Officer SH

Original Adoption: 04-05-67

Revision Dates: 11-22-71, 12-06-84, 06-19-86, 01-05-95

CHIEF TRAINING OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is important technical work in assisting in the planning and conduction of a training program for all employees of the department. An employee of this class personally conducts training classes employing physical and mental drills, lectures, tests, and other types of teaching methods. The chief training officer works with the emergency medical services division to coordinate medical training with other types of fire department training. Supervision is exercised over employees when they are assigned to assist or receive training. An employee of this class works under the general supervision of the deputy fire chief with work reviewed through oral or written reports and conferences.

EXAMPLES OF WORK

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

Assists in the planning, organization, and direction of a training program for officers and employees;

Supervises and coordinates the training classes and drills conducted by other employees assigned;

Attends training classes, schools, conferences, and other types of training programs for the purposes of receiving instruction on and acquiring knowledge of most modern and accepted fire department methods and emergency medical techniques and standards;

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such pertinent matter into the training program;

Coordinates the movement of the fire fighting units to and from drill sites in keeping with the general rules and instructions;

Attends meetings of clubs, associations, schools, and other groups, for the purpose of explaining and teaching fire department activities and functions;

Performs various related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of fire fighting principles, practices, and equipment; also good knowledge of fire prevention laws and ordinances;

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other sources of water supply, major fire hazards, and the name, location, and block numbers of street locations within the city;

Good knowledge of modern teaching methods as used in fire departments;

Good knowledge of training methods and techniques;

Skill in first aid;

Skill in the use of fire fighting tools, equipment, and apparatus;

Ability to impart personal knowledge and experiences to others;

Ability to plan and administer a modern fire department training program;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to lead men and to give effective orders;

Ability to prepare, conduct, and supervise officers and employees training courses, using lecture, practical performance, demonstration, and test methods of teaching;

Ability to speak effectively before large audiences.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular and permanent employee in good standing in the class of Assistant Chief Training Officer;

Must possess five (5) years of experience as a member of a paid fire department;

Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

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

Chief of Fire Prevention SH

Original Adoption: 01-25-56

Revision Dates: 09-24-57, 01-18-67, 04-05-67, 11-22-71, 06-14-74, 06-19-86, 01-05-95

EMERGENCY MEDICAL SERVICES OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises positions in the Emergency Medical Services (EMS) of the Fire Department, the major duties of which include assisting the Assistant Chief of Emergency Medical Services in monitoring EMS programs, policies, and procedures, and overseeing the department's Continuous Quality Improvement (CQI) Program. Emergency Medical Services Officers observe, document, and review all aspects of EMS operations, including individual and system clinical performance; division records; and radio transmissions, to assure conformance with accepted medical and EMS protocols. This class is non-supervisory in nature; however, employees of this class observe and make recommendations for maintaining competency of all EMS personnel, and provide counseling and instruction in order to assure compliance with established standards. Emergency Medical Services Officers work with a high degree of independence, reporting to and having work reviewed by the Assistant Chief of Emergency Medical Services.

EXAMPLES OF WORK

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

Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Participates in the development of quality improvement policy and programs for fire department emergency medical services, and makes recommendations to the Assistant Chief of Emergency Medical Services. Participates in the development of policy and procedures manuals for EMS and EMS training. Reviews licenses and certifications required of EMS personnel to assure compliance with requirements. Investigates complaints against EMS personnel and formulates a recommendation for reply to the complaint or action to be taken. Gathers information as directed by the Assistant Chief of Emergency Medical Services which may be requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Personally completes, and supervises the preparation and maintenance of emergency medical services forms, records, and reports such as patient care records; narcotics inventory records; equipment records; and daily EMS reports. Writes narrative reports on any areas related to the operation of EMS or to the training of EMS personnel, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Conducts EMS run (chart) audits to assure proper documentation by EMS personnel in accordance with accepted medical and EMS protocols. Reviews electronically stored records, such as communication tapes to assure compliance with established procedures. Completes Continuous Quality Improvement (QCI) Variance Report for review by the Quality Review Board. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and the Emergency Medical Services Division. 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 work of the division with other government and public safety agencies on projects of mutual concern. Coordinates and schedules EMS attendance at special public events.

Supervises the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Conducts inspections of equipment and supplies to assure compliance with accepted medical practices and standards. Conducts medical inspections of and issues licenses for non-emergency ambulances and ambulance personnel. Maintains control of narcotics inventory and the distribution of narcotics in accordance with the law and established procedures. Recommends the purchase of supplies and equipment in the manner provided by lawful authority, keeping such purchases within the established budget.

Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Discusses performance with EMS personnel and their superiors. Works with medical experts and training division personnel to critique field operations. 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. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services.

Drives emergency medical vehicles to and from an emergency scene, and transports the sick or injured to a hospital or other emergency care facility. Provides emergency medical care to the sick or injured at the emergency scene, or while in transit to the hospital or other emergency care facility, using communications and medical equipment provided. Participates in rehabilitation sector at fire incidents, and serves as sector officer at mass casualty incidents, as assigned, incorporating the principles of the Incident Command System. Follows triage procedures.

Participates in public education programs, delivering lectures, talks, or demonstrations on EMS safety to local schools and organizations. Assists in the selection of program components and

objectives to meet community needs by conducting an inventory of community resources, available materials, and target audiences, and estimating costs and benefits of possible programs. Develops support from businesses for EMS safety programs by providing EMS safety education to employees, or enlisting businesses as sponsors for the department's EMS public education efforts. Participates in the development of public service announcements and news releases related to 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 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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must possess State of Louisiana certification as an Emergency Medical Technician-Paramedic.

Must possess a valid driver's license.

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

Emergency Medical Services Officer SH
Original Adoption: 07-18-96
Revision Dates: 08-20-08, 02-15-12

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position assisting in the planning and the direction of the activities of the emergency medical services division. The incumbent assists with the management of operations in the Emergency Medical Services Division. Major duties include assisting in setting management policies, goals and objectives, provides for the division training, handles any correspondence relating to the operation of emergency medical services, maintains expenditures, and recommends the purchase of equipment and supplies. Supervision is exercised over employees in the class of Emergency Medical Services Officer. The employee of this class works with almost no supervision reporting to and having work reviewed directly by the Chief of Emergency Medical Services.

EXAMPLES OF WORK

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

Assists Chief of Emergency Medical Services in the management of the operation of fire department emergency medical services. Recommends management policies, objectives, and goals for the Emergency Medical Services division. Assists in the planning, organizing, assigning, and direction of division operations with respect to equipment, apparatus, and personnel. Delegates authority to subordinates for the more effective work of the department. Conducts inspections and observes division operations to determine appropriateness of procedures, and to recommend changes in standard operating procedures. Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department.

Supervises division employees by assigning work or duty schedules and areas, approving leave, and inspecting equipment or personnel. Holds meetings with subordinate EMS officers for the purpose of receiving and reviewing reports, disseminating information, and distributes information concerning the division. Evaluates work performance, writes evaluation reports, and discusses work performance with subordinates and superiors. Counsels employees on personal matters, resolves employee grievances, and recommends disciplinary action against subordinates.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Provides emergency medical care at the emergency or while in transport to a hospital or other emergency care facility. Drives emergency medical vehicles to and from the scene of a fire or other emergency. Participates in the Incident Command System. Goes to the scene of hazardous material incidents to provide medical assistance. Participates in operations at mass casualties and follows triage procedures.

Supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records. Reviews reports written by subordinates and insures that emergency medical services records such as personnel records, patient care records, and records of activity are accurate. Completes forms, reports and records on emergency medical operations as required and files forms and records according to departmental procedures.

Assists in the development of a training program for the division and determines that such program is properly staffed and supplied with training resources. Participates in training exercises to practice acquired skills and to learn new skills in the areas of emergency medical care and basic fire fighting. Provides for on-the-job or informal training sessions for subordinates. Conducts formal training classes in areas necessary to prepare personnel for certification in emergency medical services. Observes at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program.

Provides for the accounting of all emergency medical services monies and assets. Gathers information to be used in compiling the budget of the emergency medical service division. Prepares budget calendar, revenue estimates, spending estimates, and balances proposed budget. Prepares specifications for public bids and oversees the bidding process. Conducts grant research and writes requests for grants or other special funds to aid in the operation of the emergency medical service.

Supervises the general care, maintenance, and use of emergency medical services communications equipment, apparatus and equipment, and other related property. Purchases or recommends the purchase of equipment and supplies, keeping such purchases with the established budget. Maintains inventory of all medical supplies needed by the division. Provides for the purchase and storage of all needed supplies and equipment for the division. Checks all equipment on a regular basis to assure that equipment is in correct operating condition. Arranges for repairs and maintenance of all emergency medical services property, equipment, or operating systems.

Promotes a positive public image of the fire department and the emergency medical services division. Communicates with other medical professionals, either in person or on the telephone, to take and deal with complaints, answers questions, and discuss needed changes in operation

or training. Acts as department representative to the news media or writes newspaper articles, releasing information and answering questions concerning the work of the emergency medical services division. Attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss needs of emergency medical service or to present official department stand on issues under discussion.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

Must be certified as an Emergency Medical Technician - Paramedic.

Must be a regular and permanent employee in the class of Emergency Medical Services Officer for at least one (1) year immediately preceding closing date for application to the board.

Assistant Chief of Emergency Medical Services SH

Original Adoption: 08-20-08

Revision Dates:

CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

The chief of emergency medical services is directly responsible for planning, coordinating, developing, and directing the work of the emergency medical services division of the fire department. Duties are sometimes hazardous or performed under hazardous conditions. This employee assists in the selection of personnel to serve in the emergency medical services division and supervises the assigned personnel. In addition, the chief of this service is responsible for overseeing the ordering and issuing of medical equipment and supplies used in emergency vehicles, for keeping all division records and reports, and for developing budget guidelines for the division. The chief of emergency medical services works as needed with the doctor, nurse, or other medical expert assigned to conduct training in emergency medical services and with the training division to coordinate medical training with other types of fire department training. Supervision is received directly from the fire chief or deputy 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.

Develops and maintains standard operating procedures for the emergency medical services division of the fire department, including the areas of transportation and patient care, records and reports, medical communications, and related areas.

Works with the doctor, nurse, or other medical expert responsible for conducting emergency medical technician training classes to develop and maintain treatment protocols, to critique field operations, and to approve training methods and medical equipment changes;

Assumes responsibility for the selection of and supervises all fire department personnel serving in the emergency medical services division; evaluates performance of subordinates, recommends discipline when needed; administers discipline when directed;

Prepares budget guidelines for the emergency medical services division of the fire department.

Assists in the writing of specifications for emergency medical service vehicles or equipment; supervises the ordering and issuing of medical equipment and supplies for emergency units.

Periodically visits all fire stations and makes emergency runs to assure a proper working relationship between emergency medical personnel and fire line personnel and to evaluate needs in the areas of equipment, personnel, training, etc.

Responds to emergency calls as needed and assumes command of medical operations as needed;

Oversees medical inspections of ambulance vehicles and issuance of ambulance attendants' licenses for non-emergency ambulances according to city ordinance.

Directs the activities and operations of the Biotel Communication Center.

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 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.

Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.

Must possess current State of Louisiana certification as an Emergency Medical Technician-Paramedic.

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

Must possess a valid Louisiana driver's license.

Chief of Emergency Medical Services SH Original Adoption: 12-01-83 Revision Dates: 03-01-84, 06-19-86, 01-05-95, 02-16-00, 08-20-08

EMERGENCY VEHICLE TECHNICIAN I

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses technical positions, the primary duties of which include the repair and maintenance of fire department automotive systems and engines, as well as department equipment. Employees of this class make repairs to the fire apparatus and fire apparatus equipment, perform routine maintenance tasks on fire department vehicles, test repairs from outside services and complete safety inspections as required. Emergency Vehicle Technicians receive specific instruction for most duties; however, have authority to work independently in certain designated areas. Employees of this class report to and have work reviewed by the Emergency Vehicle Technician II. This class ranks immediately below that of Emergency Vehicle Technician II.

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 maintenance, repairs or adjustments on cooling, fuel, brake, lubricating, and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts, such as fan and belts, fuel lines, drum, disc or power brakes, oil seals, batteries, and other parts as necessary. Performs maintenance, repairs or adjustments on drive train, emission and suspension systems. Installs necessary replacement parts to such systems, such as replacing clutches and transmissions, mufflers and tires and wheel bearings.

Performs maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, gaskets or valves. Performs maintenance and repairs to diesel engines which may include adjusting or replacing scavenging-air compressors, fuel spray nozzles and turbochargers. Repairs fire apparatus hydraulic equipment, such as pumps, aerial ladders, and hydraulic motors and cylinders. Inspects, maintains, and repairs all fixtures on fire apparatus.

Performs general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing and adding oil and adjusting headlights, as needed in order to assure peak performance. Replaces and installs accessories on automotive equipment, as needed. Changes air filters on air conditioning and heating systems. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment. Performs general

maintenance tasks on fire stations and departmental buildings, such as installing, maintaining or repairing air conditioning, heating, plumbing and electrical systems. Paints all areas as needed.

Provides for the repair and maintenance on portable equipment and small power tools, such as portable generators and pumps, power saws and water towers, lawn mowers and edgers, and any department equipment as required. Disinfects and provides for the proper storage of self-contained breathing apparatus. Refills self-contained breathing apparatus using the appropriate system.

Diagnoses mechanical problems from information received from fire department personnel. Reads service manuals, parts books, and any other written material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Locates and arranges for outside services for repair and maintenance of department equipment or vehicles when needed. Transports, delivers, and retrieves equipment for repair or maintenance by driving department vehicles. Inspects, tests and ensures completed repairs from outside services on all vehicles and equipment, including communications equipment, were effectively accomplished. Makes repairs at the emergency scene as required.

Performs required safety inspections on all department vehicles, including inspecting equipment after repair. Determines if firefighting apparatus involved in an accident is safe for continued use. Performs service tests of fire hose and hose couplings, nozzles and nozzle assemblies and flow tests of self-breathing apparatus.

Completes and files any forms and records required. Retrieves records, reports or forms from the file when necessary. Writes reports as directed. Maintains records on the use and maintenance of self-contained breathing apparatus.

Assists superiors with maintaining inventory of supplies, equipment and departmental property necessary to perform the work in the maintenance division. Organizes and distributes supplies and parts as required. Participates in the purchase of equipment and supplies as directed. Distributes supplies and equipment to fire department employees and divisions in accordance with department policy.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than 21 years of age.

Emergency Vehicle Technician SH

Original Adoption: 06-18-46

Revision Dates: 02-13-61, 06-14-74, 10-06-83, 12-01-83, 03-01-84, 08-06-87, 01-05-95,
02-16-00, 12-10-08, 11-11-11, 05-09-12

EMERGENCY VEHICLE TECHNICIAN II

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses a responsible technical position, the primary duties of which include the supervision of the employees in the class of Emergency Vehicle Technician I, as well as performs repairs and maintenance of fire department automotive systems, engines and department equipment. The incumbent of this class assists superior officers in the organization of employee schedules and the delegation of work assignments. The employee of this class works independently in most areas involving routine tasks, with instructions for special tasks when assigned. The Emergency Vehicle Technician II reports to and has work reviewed by the Assistant Chief of Maintenance. This class ranks immediately below that of Assistant Chief of Maintenance.

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 and supervises subordinate personnel in the operations of the Maintenance Division, including the maintenance and repair of fire fighting apparatus, motor driven vehicles, stations and grounds, and other related property. Observes and evaluates the operations of the division, and makes recommendations to superiors to correct any problems observed. Assists superior officers by recommending needed changes in department policy or procedures as applied to the division.

Performs and supervises repairs or adjustments on various systems of fire department apparatus and vehicles including suspension, braking, drive train, cooling, fuel, lubricating, emission, and electrical systems. Installs or designates a subordinate employee to replace parts as necessary. Diagnoses mechanical problems from information received from fire department personnel.

Performs and supervises the maintenance and repairs to gasoline and diesel engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, gaskets or valve. Adjusts or replaces scavenging-air compressors, fuel spray nozzles and turbochargers. Orders the repair of or personally repairs fire apparatus hydraulic equipment, such as pumps, aerial ladders, and hydraulic motors and cylinders. Inspects and repairs all fixtures on fire apparatus and accessories on automotive equipment, as necessary. Assigns subordinates general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing and adding oil and adjusting headlights, as needed in order to assure peak performance.

Ensures that changes to air filters on air conditioning and heating systems are completed. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment. Makes repairs at the emergency scene as needed.

Holds meetings with subordinate employees for the purpose of receiving reports and disseminating information. Assists in assigning work and duty areas, work schedules, and approving leave. Reviews work to be done and delegates assignments to subordinates as directed. Alters and assigns work spaces to provide for efficiency and safety while completing assigned tasks. Outlines responsibilities, sets task priorities and long-term goals. Evaluates the work performance of subordinates, discusses such work performance with employees and superiors, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances, and assists superior officer in maintaining discipline among subordinates.

Attends any training required by the department. Personally provides "on-the-job" instruction and assistance in technical areas of work. Monitors work pace and progress of assigned tasks in order to determine if changes in method, additional training, assistance, or additional time are required. Trains subordinate employees in the division in repair of self-contained breathing apparatus, use of operating manuals, use of work orders, and in other related areas of the division. Acts as a consultant for volunteer departments or others in the surrounding area, providing them with technical expertise or assistance.

Diagnoses mechanical problems from information received from fire department personnel. Reads service manuals, parts books, and any other written material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Assigns qualified personnel for the repair and maintenance of department equipment or vehicles, or arranges for outside services when necessary. Delegates the transportation, delivery, and pick up of equipment for repair or maintenance as directed. Inspects, tests and ensures completed repairs from outside services on all vehicles and equipment, including communications equipment, were effectively accomplished. Ensures that firefighting apparatus involved in an accident is safe for continued use. Performs body repair work such as repairing dents, priming and painting and welding items, or assigning such to qualified individuals. Performs required safety inspections on all department vehicles.

Performs or directs the repair and maintenance on portable equipment and small power tools, such as portable generators and pumps, power saws and water towers, lawn mowers and edgers, and any department equipment in order to ensure proper working condition. Assigns subordinates to or personally performs service tests of fire hose and hose couplings, nozzles and nozzle assemblies and flow tests of self-breathing apparatus. Directs the refilling of the self-contained breathing apparatus using the appropriate system, as needed.

Writes reports and completes all forms and records as required. Assists superiors in the supervision of the preparation and maintenance of records and reports of the division by reviewing records or reports completed by subordinates. Periodically inspects systems and facilities for maintaining such. Retrieves records, reports or forms from the file when necessary.

Maintains the inventory of supplies, equipment and departmental property necessary to perform the work in the maintenance division. Organizes and distributes supplies and parts or assigns such to division personnel. Participates in the purchase of equipment and supplies by reviewing products and evaluating specifications for products. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Gathers information to be used in compiling budgets as directed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Emergency Vehicle Technician II SH Original Adoption: 05-09-12 Revision Dates:
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ASSISTANT CHIEF OF MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses a highly responsible supervisory position in the Maintenance Division of fire department operations, the primary duty of which is assisting the Chief of Maintenance with managing the daily operations of the division. An employee of this class exercises supervision over Emergency Vehicle Technicians, as well as providing training and technical assistance in the repair and maintenance of fire department automotive systems, engines and department equipment. The incumbent of this class oversees the maintenance of division records, equipment and supplies, and provides assistance with budget preparation. The Assistant Chief of Maintenance works with little supervision, receiving only general instructions from the Chief of Maintenance, and performing independently in most areas. This class ranks directly below that of Chief of Maintenance.

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 the operation and personnel of the Maintenance Division of the fire department by outlining responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Performs the duties of Chief of Maintenance in the Chief's absence. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance or additional time are required. Observes and evaluates the operations of the division, and takes steps to correct any problems observed. Recommends needed changes in department policy or procedures as applied to the division. Participates in any training required by the department. Keeps promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance to civil service law. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Participates in research and planning for programs and activities of the division. Keeps informed on modern firefighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Assists Chief of Maintenance in compiling financial information and preparing expenditure estimates for the divisional operating budget. Participates in the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Makes recommendations on major purchases when necessary. Receives authorization for the expenditures of funds. Provides for the accounting of monies and assets of the division following departmental procedures. Reviews products with sales representatives and evaluates specifications for products to be purchased.

Recommends and assists in setting management policies, goals, and objectives. Oversees and approves the work of subordinates, duty areas, work schedules and approves leave for division employees. Sets long term goals and task priorities for subordinates in order to identify what needs to be done to best accomplish the goals of the organization. Directs employee supervisors to evaluate the work performance of division personnel, write employee evaluation reports, discuss such with the employee, provide assistance in technical areas and counsel employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline directly or through subordinate supervisors by conducting corrective interviews, recommending or administering disciplinary action. Provides informal on-the-job training.

Supervises the preparation and maintenance of reports and records of the division, such as personnel records, records of activity and inventory records. Determines necessary information and organization of division records. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Completes forms and records. Compiles and organizes data in order to write reports. Files or retrieves records, reports or forms, and directs the inspection of systems and facilities for maintaining such as necessary.

Supervises the general care and maintenance of fire department vehicles, equipment and other related departmental property and supplies. Arranges for the repair and maintenance of assigned department equipment, facilities, or operating systems by either assigning qualified department personnel or locating outside services for such which cannot be repaired within the department. Inspects equipment after repairs to confirm that repairs were properly accomplished. Oversees the maintenance of division supplies necessary to perform assigned duties.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Participates in all conferences, conventions or other such meetings, giving reports, offering advice or making recommendations. Keeps informed on local trends that may affect the fire service when in attendance of all education meetings. Conducts tours of the division as needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Assistant Chief of Maintenance SH

Original Adoption: 02-13-61

Revision Dates: 08-26-70, 03-04-71, 06-14-74, 08-06-87, 01-05-95, 02-16-00, 12-10-08,
11-11-11, 05-09-12

CHIEF OF MAINTENANCE

(Promotional Class)

This class encompasses a highly responsible and specialized position, involving the management of the maintenance division of the fire department. An incumbent of this class develops and maintains standard operating procedures for the Maintenance Division of the fire department, as well as exercises supervision over the Assistant Chief of Maintenance, the Emergency Vehicle Technicians and other fire department employees assigned to the division. The employee of this class also directs the maintenance of records and assists the Fire Chief with purchasing and budgetary responsibilities for the division. The Chief of Maintenance works primarily independently, reporting to and having work reviewed directly 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 Maintenance Division of the fire department by setting policies, goals and objectives. Observes and evaluates the operations of the division, taking steps to correct any problems observed. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Participates in any required training, research and planning for programs and activities related to maintenance. Gives reports, offers advice and keeps informed on local trends that may affect the fire service when attending all meetings, conferences or conventions. Studies modern firefighting methods and administrative practices. Recommends needed changes in department policy or procedures as applied to the division.

Disburses responsibilities and duties, in addition to implementing department procedures and rules. Delegates specific assignments and alters organization of the work force for a more effective, efficient and safe work environment. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Instructs division supervisors to monitor the work pace and progress of assigned jobs. Determines if changes in method, additional training, assistance or additional time are required in order to complete tasks. Keeps promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance to civil service law. Interviews prospective employees and makes recommendations for hiring. Provides informal on-the-job training for new employees.

Oversees the work of subordinate supervisors who assign work or duty areas, work schedules and approve leave for division employees. Sets long term goals and task priorities for subordinates in order to identify what needs to be done to best accomplish the goals of the division. Directs employee supervisors to evaluate the work performance of division personnel, write employee evaluation reports, discuss such with the employee and provide assistance in technical areas of work as needed. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline directly or through subordinate supervisors by conducting corrective interviews, recommending or administering disciplinary action.

Provides for the accounting of monies and assets of the division. Writes and evaluates specifications for new fire department equipment and products. Prepares specifications for public bids. Reviews products with sales representatives and recommends major purchases for the division. Authorizes expenditure of funds for purchases of equipment and supplies, keeping such purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the fire service. Manages grant-funded projects related to the division by meeting specified conditions, administering funds and completing required reports. Prepares a divisional operating budget by gathering and compiling necessary information. Estimates expenditures and revenues for the division and submits an operating budget as required.

Manages the general care and maintenance of fire department vehicles, equipment, operating systems and other related departmental property. Arranges for the repair and maintenance of such by either assigning qualified department personnel or locating outside services as necessary. Directs division personnel to inspect equipment after repairs to ensure that repairs were properly accomplished. Reviews the work and progress of contractors for proper completion of projects.

Manages the preparation and maintenance of records and reports of the division. Completes forms and records. Compiles data and writes reports. Reads correspondence addressed to the Maintenance Division and responds accordingly. Files or retrieves records, reports or forms as needed. Periodically inspects systems and facilities for maintaining all records. Reviews completed records and written reports by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Chief of Maintenance SH

Original Adoption: 09-14-50

Revision Dates: 02-26-65, 01-18-67, 08-26-70, 03-04-71, 06-14-74, 01-05-95, 02-16-00,
12-10-08, 11-11-11, 05-09-12

FIRE COMMUNICATIONS OFFICER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses non-supervisory entry-level positions in the Fire Communications Division of the fire department. Fire Communications Officers I operate communications equipment, dispatch fire department emergency personnel and equipment, keep communications records, and perform other duties related to the communications function of the fire department. Employees of this class report to and have work reviewed by Fire Communications Officers IIs. This class ranks directly below that of Fire Communications Officer II.

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 emergency calls and takes as much information as possible from the caller regarding the event and enters all information into computer, using appropriate codes and signals. Transmits information on emergency, determines which units to dispatch by using computer indexes and overrides computer selection of units according to departmental procedures. Sounds fire alarms in stations and transmits information on emergencies by utilizing teletype and computer codes. Utilizes computer aided dispatching (CAD) display in order to track location and condition of each firefighting unit, equipment, and crews at all times during an emergency. Receives and transmits messages relaying them between the fire scene and related department personnel. Uses designated computer codes to send or receive messages. Takes requests for assistance from units and provides needed assistance according to departmental procedures. Notifies all specified officers, special units and designated groups or agencies of working fires or emergency situations. Notifies police department by radio or telephone regarding movement of emergency equipment. Calls ambulance service, law enforcement agencies, utility companies, and any other required agencies or individuals for assistance at the fire or emergency scene according to departmental policies.

Assists a superior officer in contacting the owner of a building where a fire is in progress. Keeps track of the location and condition of firefighting crews and equipment. Replies to requests for information from emergency units and receives acknowledgments from firefighting units by radio. Sends companies to serve as back-up for stations from which all equipment is gone. Enters additional information received after the original incident was created to update computer files. Records all calls in order to create records of dispatch activity. Performs tasks required to comply with FCC regulations.

Operates teletype keyboard and uses designated teletype codes to send and receive messages. Operates TDD devices, intercom system, and radio as required. Answers department non-emergency phones, providing requested information or transferring caller to correct person or department. Answers calls from volunteer personnel concerning fire alarms. Utilizes telecommunications devices and software for the hearing impaired. Receives automatic alarms, locates address, determines correct fire or medical units to be dispatched by knowledge of computer indexes, and any other pertinent information. Personally completes forms and records as required to document dispatching activity for the division.

Performs daily tests of equipment such as fire radios, fire telephones, alarm bells, paging devices, emergency lines, volunteer unit equipment, teletype, or public address systems by sending and receiving messages or recording and playing back messages to ensure proper readiness for service as prescribed by department policy. Assists a superior officer in providing for the repair of malfunctioning communications equipment and with inspections of equipment, property or operating systems after repairs are completed.

Performs any 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, general educational development (G.E.D.) 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 G.E.D. certificate.

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

Fire Communications Officer SH
Original Adoption: 10-07-46
Revision Dates: 02-26-65, 09-04-81, 10-06-83, 03-07-85, 11-07-91, 09-10-92, 01-05-95, 01-09-98, 11-09-11

FIRE COMMUNICATIONS OFFICER II

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled positions whose primary duties and responsibilities are supervising the work and performance of Fire Communications Officer Is and performing fire communications duties. Employees of this class perform duties such as answering emergency calls, dispatching fire department equipment and personnel, and supervising the maintenance of the records of the divisions. Fire Communications Officers IIs report to and receive general instructions from the Assistant Chief of Fire Communications, performing independently in most areas. This class ranks directly below that of Assistant Chief of Fire Communications.

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.

Coordinates and directs activities of subordinate communications personnel with respect to daily operations. Assigns work schedules and duty areas, approves leave and ensures that all shifts are properly manned with qualified subordinates. Holds meetings with subordinate employees for the purpose of receiving reports or informing subordinates of changes in FCC regulations, laws, technical developments, and new departmental policies. Prepares for shift change of subordinates by briefing oncoming and outgoing shifts, checking records from previous shifts, and assembling necessary supplies and equipment. Supervises the operation of communication system, including CAD, to ensure that proper procedures are being followed and that tasks are performed in compliance with FCC regulations.

Answers questions on department procedure or refers callers to designated authority. Inspects appearance of equipment and personnel, assigns work and delegates authority to subordinates for the more effective operation of the division. Promotes peace and harmony within the department by counseling employees with work related problems and resolving employee complaints and grievances. Evaluates and discusses work performance with subordinate employees. Writes employee evaluation reports and maintains discipline by conducting corrective interviews. Makes daily personnel report to a designated department official. Interviews prospective employees and makes recommendations for hiring. Investigates accidents involving equipment and personnel, determines cause, and makes recommendations to avoid

future accidents. Recommends management policies, goals, and objectives for consideration by a superior officer.

Performs and supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications division. Answers emergency calls and secures information for any incident. Enters all information into computer using appropriate codes and signals. Utilizes telecommunications devices and software for the hearing impaired. Receives automatic alarms, locates address, determines correct fire or medical units to be dispatched by knowledge of computer indexes, and any other pertinent information. Sounds fire alarms in stations and transmits information on emergencies by utilizing teletype and computer codes. Notifies all specified officers, special units and agencies of working fires or serious medical emergencies. Monitors location and status of firefighting crews and units by CAD display. Takes requests for assistance from units. Receives private alarm calls, and dispatches units as required. Answers calls from volunteer personnel concerning fire alarms. Notifies owners of buildings, utility departments, law enforcement, ambulance or other persons or groups needed for assistance at the scene of an emergency. Receives and responds appropriately to calls of a non-emergency nature, providing information as requested.

Provides technical assistance to subordinates by answering questions and providing back-up support. Personally conducts and sees that all subordinates receive formal and on-the-job training in the operation of communications equipment, dispatch procedures, and other related areas. Prepares material for use in training. Participates in conferences, conventions, training and other educational meetings provided by the department.

Performs and supervises the testing of equipment such as fire radios, fire telephones, alarms, public address systems, emergency lines, recording devices, private alarms, paging devices, and back-up power supply. Provides for and supervises the repair of malfunctioning communications equipment and the general care, maintenance, and use of all equipment. Inspects equipment to assure repairs were properly accomplished. Orders and distributes supplies and equipment needed for the communications division.

Provides for the maintenance of and ensures accuracy of all division records, including personnel records, records of activity, and inventory records. Supervises the preparation and maintenance of division records, and inspects systems and facilities for maintaining such. Reviews written reports completed by subordinates. Personally completes forms and records as required, including developing new forms or revising old ones in order to increase accuracy and efficiency of the department. Keeps records and writes reports concerning division operations. Records all calls in order to have records of dispatching activity.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have a minimum of three (3) years of full-time experience in operating fire communications equipment in the fire communications division of a paid fire department.

Fire Communications Officer II SH

Original Adoption: 10-07-46

Revision Dates: 02-26-70, 03-04-71, 06-28-77, 09-04-81, 12-06-84, 02-07-85, 01-05-95,
12-10-08, 11-09-11

ASSISTANT CHIEF OF FIRE COMMUNICATIONS

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible supervisory position in the Fire Communications Division of fire department operations, the primary duty of which is managing the daily operations and dispatching activities of the division. The incumbent of this class approves work schedules for communication personnel and assists in the maintenance of division records and in the budget preparation for the division. The Assistant Chief of Fire Communications performs routine tasks without supervision and performs special tasks assigned with only general instructions. The employee of this class reports to and has work reviewed by the Chief of Fire Communications. This class ranks directly below that of Chief of Fire Communications.

EXAMPLES OF WORK

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

Assists the Chief of Fire Communications in planning, organizing, and directing activities of the Fire Communications Division with respect to programs, equipment and personnel. Directs and conducts inspections of the division, observes operations, evaluates effectiveness and takes appropriate action to improve problem areas. Recommends and assists in setting management policies, goals, and objectives for the Fire Communications Division.

Manages the supervision of subordinate personnel in the operation of the Fire Communications Division. Holds meetings with subordinate employees in order to receive reports, disseminate information and delegate authority for the more effective operation of the division. Updates subordinates on technical developments as well as changes in FCC regulations and laws, new departmental policies or related matters. Approves work and duty areas, work schedules, and leave for communications personnel. Manages the preparation of shift changes through ensuring that incoming and outgoing shift personnel are briefed and directing the preparation of daily personnel reports to designated department officials. Oversees inspections concerning the appearance of equipment and personnel. Evaluates subordinates' work performance, discusses performance with employees and conducts employee evaluation interviews. Promotes peace and harmony within the department by seeing that discipline is maintained, counseling employees who are experiencing work problems, conducting corrective meetings, and resolving employee complaints and grievances. Interviews prospective employees of the division as needed and makes recommendations for hiring.

Manages the performance of subordinate communications personnel who supervise dispatching functions of the Fire Communications Division, including answering automated alarms from private alarm systems; answering emergency and non-emergency telephone calls and taking information from caller about emergency; entering information into computer and following correct procedures to process information into the CAD system; dispatching the appropriate unit; receiving and transmitting messages to and from emergency scenes and related agencies; using CAD system to keep track of each firefighting crew and emergency unit at all times; taking requests for assistance from units; ensuring that reserve companies are sent as back-up for stations from which all equipment has been dispatched; notifying all designated groups, agencies or individuals of all working fires including owners of buildings, specified officers, special units or police and utility companies as indicated by department procedures in special or emergency situations.

Oversees the sounding of fire alarms in all stations as well as the testing of alarm bells, fire radios, fire telephones, emergency lines, paging devices, private alarm systems, volunteer unit equipment and recording system to ensure proper readiness for service. Directs the supervision of employees who record all calls in order to create records of dispatching activity. Provides technical assistance to communications personnel by answering questions and providing back-up support. Personally provides on-the-job instruction in the operation of communications equipment and other related areas, ensuring that all departmental procedures and FCC regulations are followed. Answers questions on department procedures when requested.

Reviews incoming communications, writing comments and notes to route work to the appropriate party. Oversees the accurate maintenance of department activity records. Personally maintains records on employee training certifications. Supervises the preparation and maintenance of division records by reviewing records and reports completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes forms, narrative reports and records as required. Develops new forms or updates old ones in order to improve accuracy and efficiency of documentation. Handles public requests for copies of audio calls recorded by the fire communication division.

Gathers information in order to assist division head in preparing and submitting an operating budget for the Fire Communications Division. Assists with the purchase and storage of all needed supplies and equipment for the division. Manages the general care, maintenance, and use of departmental communications equipment. Oversees the repair of malfunctioning equipment according to department procedures and inspects equipment after repairs to see that repairs were properly accomplished.

Handles complaints from the public and personally writes letters in response to written or oral requests addressed to the communications division. Assists in coordinating the work of the department with other federal, state, and local agencies releasing information and giving assistance when needed. Participates in training provided by the department on communications

and related areas. Gives reports, offers advice, and keeps informed of local trends that may affect the fire service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have a minimum of five (5) years of full-time experience in operating fire communications equipment in the fire communications division of a paid fire department.

Assistant Chief Fire Communications Officer SH
Original Adoption: 11-02-95
Revision Dates: 11-09-11

CHIEF OF FIRE COMMUNICATIONS

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial and administrative position in the Fire Communications Division of the fire department, the primary duties of which include the management of the dispatching activities of the fire department, the daily operations of the division, and the management of staffing levels which includes positions in the following classes: Fire Communications Officers I, Fire Communications Officers II, Assistant Chief of Fire Communications, Information Technology Specialist, and other positions that may be assigned to the division. The Chief of Fire Communications directs the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures. The incumbent of this class also performs administrative duties related to budget preparation, purchasing, and the research and planning for the division. The Chief of Fire Communications receives only general instructions and performs independently in most areas. The Chief of Fire Communications 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.

Plans, organizes, assigns and directs all operations of the Fire Communications Division with respect to activities, programs, personnel, and equipment. Supervises subordinates who observe operations of the division in order to evaluate effectiveness and take appropriate action to correct problem areas. Recommends and implements management policies, goals, and objectives for the division. Holds meetings with subordinate supervisors in order to receive reports, disseminate information or delegate authority for the more effective operation of the communications division.

Oversees the supervision of subordinate communications personnel in the operation of the communication system, including CAD, to ensure that proper procedures are being followed. Reviews the assignment of work schedules, duty areas and approval of leave to ensure that all shifts are properly manned with qualified subordinates. Directs preparation for shift changes in order to ensure proper briefing, records checks, and assembling of necessary supplies and equipment. Manages subordinate supervisors who inspect the appearance of division equipment and personnel, investigate accidents involving equipment and personnel, determine the cause and make recommendations on procedures to avoid future accidents.

Ensures that discussions regarding work performance take place between immediate supervisors and subordinate communications employees. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees with work related problems, by conducting corrective interviews, by ensuring that employee complaints and grievances are resolved or by taking any other action deemed necessary. Oversees the evaluation of employee work performance and the completion of employee evaluation reports. Keeps promotional eligibility lists and recommends appointments to the division in accordance with civil service law. Supervises subordinates who interview and make recommendations to the appointing authority for appointment of prospective division employees.

Directs the training of subordinate communications personnel in dispatch procedures, ensuring that all employees receive necessary training. Oversees those who provide on-the-job training to subordinates as well as the preparation of material used in training. Provides technical assistance to employees by answering questions and providing back-up support. Participates in training provided by the department on communications and related areas and keeps informed on modern fire service administrative practices.

Gives reports, offers advice, and keeps informed of local trends that may affect the fire service when attending all meetings. Recommends changes in department operations to help the city obtain favorable fire insurance ratings. Participates in research and planning for programs and activities of the communications division. Participates in conferences, conventions, and other educational meetings as required.

Supervises the gathering of information to be used in compiling a budget for the Fire Communications Division. Consults with the Fire Chief and oversees the preparation and submission of a divisional operating budget. Manages subordinates who generate expenditure and revenue estimates and who handle accounts showing the money and assets of the division. Authorizes expenditure of funds for the division, making sure that such expenditures are in accordance with the budget. Oversees those who purchase and provide for the storage of all needed equipment and supplies for the division. Reviews and signs purchase requisitions, vouchers for payment, or related financial records. Prepares specifications for the purchase of needed communications equipment. Supervises the general care, maintenance, and use of departmental communications equipment. Oversees the repair of any malfunctioning communications equipment and inspection of equipment, property or operating systems after repairs.

Reviews incoming communications, making assignments to staff and writing notes as necessary to properly route work. Oversees the development and revision of forms to improve accuracy and efficiency in documentation. Reviews written reports completed by subordinates. Personally compiles and analyzes data for reports, completes records and writes narrative reports concerning division operations. Directs the preparation of a daily personnel report to designated department officials. Writes letters in response to written or oral requests addressed to the fire department or as needed to handle problems and to address other needs, as directed. Oversees

the maintenance of all division records including personnel records, records of activity, and inventory records. Periodically reviews records and inspects systems and facilities for the maintenance of such.

Assists with special projects related to improving the positive image of the division and the fire department. Manages the handling of complaints from the public concerning problems in the division and answers questions on department procedure when requested, or refers questions to designated authority. Informs the public about fire department operations by means of talks, demonstrations or distribution of literature to schools, civic groups, owners and employees of public or private buildings. Coordinates the work of the department with related federal, state, and local agencies, such as the Caddo Parish 911 Communications District, releasing information and giving assistance as needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of appointment, 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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least six (6) years of full-time experience operating fire communications equipment in the fire communications division of a full-time paid fire department, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities.

Chief of Fire Communications SH

Original Adoption: 08-26-70

Revision Dates: 03-04-71, 06-28-77, 09-04-81, 12-06-84, 02-07-85, 01-05-95, 12-10-08,
11-09-11

RECRUITING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duty of which is to provide a high level of staffing services for the Shreveport Fire Department. The employee of this class is responsible for the management of the personnel recruitment and selection program and serves as the primary point of contact for fire department applicants. The Recruiting Officer is responsible for all recruiting efforts and facilitates the hiring process. The employee of this class works with some supervision having the authority to work independently reporting to and having work reviewed by the Chief Training Officer.

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 personnel recruitment and selection program for the fire department in accordance with federal EEO standards in order to ensure that the fire department maintains a qualified staff. Makes presentations and speeches to potential applicants to provide information about the fire department and the position to which they are applying. Attends local recruitment functions such as job fairs and maintains schedule of such functions. Participates in live radio broadcasts and issues public service announcements to enhance recruiting efforts. Prepares information for the department's website to ensure that online recruiting resources are current and up-to-date. Develops and maintains all advertisement materials as needed.

Manages and coordinates all communication with applicants. Distributes applications to those who may be interested in employment with the fire department and maintains a log of individuals who receive applications in order to make follow up calls. Develops and maintains a hiring time line to ensure that applicants accurately and timely complete the hiring process. Ensures that applicants complete all necessary paperwork, including applications for testing to the civil service board. Reviews completed application packets and conducts a pre-screen of all interested applicants. Coordinates and maintains the C-PAT mentoring program with other members of the department and encourages applicants to participate the program. Administers the TABE (Test of Adult basic Education) to applicants during the hiring process and notifies applicants of test score.

Coordinates with various entities in the scheduling of pre-employment testing and evaluations such as polygraphs, psychological evaluations, and physicals. Performs detailed reference and

background checks on applicants. Manages the scheduling of applicants interviews with the Applicant Interview Board. Maintains a schedule of appointments and interviews. Prepares applicants for both the Preliminary and the Oral Interview process. Assists in the interviews of prospective employees as needed. Makes recommendations for hiring. Extends offers of employment to selected applicants including advising applicants of start dates and information on obtaining uniforms, as directed by the appointing authority.

Provides for the maintenance of department records such as application packets, completed employment applications, hiring data statistics, or any others which may be required. Maintains lists of eligible applicants. Receives department employment records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Personally completes any forms and records assigned. Compiles letters, forms, memos, statements, formal reports, or any other assigned documents. Compiles and organizes data needed for reports.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members, and state and local agencies. Answers questions for the public about employment with the fire department or any related areas. Works with boards, agencies, and related organizations (such as the U. S. Department of Justice) whose rules and operations affect the hiring process of fire department employees. Participates in conferences, conventions, and other educational meetings to stay informed on recruiting and hiring practices.

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.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least two (2) years' experience in the field of human resources. Human Resources experience must include full time experience, preferably in the public sector, the primary duties and responsibilities of which must have included employment placement, recruitment, or direct supervision of department personnel.

Recruiting Officer SH

Original Adoption: 08-20-08

Revision Dates: 02-15-12

CHIEF OF SPECIAL OPERATIONS AND SAFETY

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing employee health and fitness, special operations and safety programs for the fire department. An employee of this class assesses departmental needs and implements policies for the health and safety of fire personnel, while ensuring the safe operation of facilities, equipment and apparatus. The Chief of Special Operations and Safety maintains records, writes reports and participates in public relations functions. This position may exert supervisory duties while involved with employee training involving safety procedures, health and fitness practices, and special operations and disciplines, such as in the Louisiana Urban Search and Rescue. The Chief of Special Operations and Safety works with almost no supervision, reporting to and having work reviewed by the Deputy 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 fire safety and special operations programs and functions for the department, conducting research and organizing plans for department activities. Inspects division operations, evaluates needs and recommends related management policies, goals, and objectives. Keeps informed on modern fire fighting methods, rescue methods, safety practices and administrative practices. Gives reports, offers advice and keeps informed on local trends that may affect the fire service. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances or reviews existing or proposed legislation relating to safety policies and procedures to be used by the fire department.

Directs the development of safety operations by ensuring proper staff and adequate supply of safety training materials. Devises methods to evaluate the safety program, conducts such and makes recommendations for improvements. Develops accident and loss control systems and programs to reduce or prevent injuries, illnesses and financial losses. Identifies and appraises conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel and evaluates potential extent of injuries or monetary losses. Determines cause and makes recommendations on department procedures to avoid future accidents. Coordinates safety activities with division supervisors and related professional

organizations. Assigns fire personnel to demonstrations on the proper use of safety equipment and observes the use of such. Inspects apparatus, equipment, machinery and working conditions of the department, ensuring compliance with occupational safety and health regulations. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all emergency calls for which the department is answerable. Manages assigned fire department personnel and equipment in all safety and special operations involving urban search and rescue, K-9 teams, vehicle extrication, rope, water, confined space, trench rescue, and hazardous materials. Controls procedures at the emergency site as necessary to implement scene management, initiate the emergency response system, deny unauthorized entry, and identify the duties of all rescue teams in relation to the nature of the emergency. Maintains communications between the fire scene and other authorized personnel.

Develops, implements and re-evaluates the standard operating procedures for the Special Operation Response Team (SORT). Supervises the application process and selection of members. Researches new special operations tactics, safe practices and new technology for equipment and communications.

Promotes, implements, and monitors an individual health program for fire department employees that includes physical fitness, medical health, and nutrition. Assembles medical packets and schedules annual physical examinations. Communicates and works closely with occupational physicians. Receives results from physical examinations and schedules medical follow-ups as needed. Determines if an employee is physically fit to complete departmental assessment based on the results. Provides scheduling directives for physical assessments of fire department personnel. Assists employees with individual health goals by offering guidance on health and body image and developing a suggested health plan in regard to nutrition. Maintains knowledge of the latest trends and diets, researching and developing new ways to address firefighter fitness needs. Manages and prevents abuse of departmental sick leave policy by recommending policies and procedures and documenting employee sick leave usage.

Directs the development of a training program in areas of safety and special operations, including Louisiana Special Operations of Urban Search and Rescue, K-9 search and rescue, vehicle extrication and recovery, rope rescue, confined space rescue, trench search and rescue, water rescue and hazardous materials. Trains fire department personnel in safety related areas of basic firefighting, apparatus, tools and equipment, inspection and investigation by conducting training in the classroom, drills, or evolutions. Evaluates and identifies training needs in the safety and special operations programs. Confirms training schedule as required to maintain certifications in special operations disciplines. Directs provisions for maintaining training resources, materials, lesson plans, ensuring proper employee staffing. Provides informal or "on-the-job" training for new employees.

Writes reports, memoranda, newspaper articles, requests for grants or any other type of official department document, such as LFIRS reports. Types letters and formal reports as necessary to

address written or oral requests, handle problems and inform about the safety and special operations related programs of the department. Oversees the preparation and maintenance of division records and reports by reviewing records completed by subordinates, such as physical fitness records, division activity reports and accident and injury reports. Periodically inspects systems and facilities for maintaining such. Retrieves records, reports or forms from the file as needed. Develops new forms or revises existing ones, and files using the appropriate organizational system.

Supervises the general care and maintenance of division equipment and operating systems. Inspects and tests equipment and systems as necessary to ensure proper working order and meet any applicable standards. Obtains estimates, arranges for and verifies repairs were accomplished when necessary. Makes recommendations and writes specifications for equipment needed for the division. Secures funding for the needs of division programs, such as those in emergency operations and wellness. Oversees ordering, inventory control and distribution of division equipment and supplies. Authorizes expenditures of funds and purchases equipment and supplies as needed, keeping such within the established budget. Prepares and submits an operating budget for the division.

Conducts public relations functions designed to create and maintain a favorable public image of the fire department, such as answering questions and informing the public through talks, demonstrations and literature. Participates in public education programs, fund raising activities, conferences and educational meetings as necessary. Coordinates the work of the department with related federal, state and local agencies, as well as public service agencies, such as the State Fire Marshall's Office or the local Office of Homeland Security, on projects of mutual concern. Acts as department representative to the news media, preparing and distributing news releases.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must possess a valid driver's license.

Must have at least six (6) years' experience as a full-time employee of a paid fire department, at least three (3) years of which must have been as a firefighter.

Chief of Special Operations and Safety SH

Original Adoption: 11-05-87

Revision Dates: 04-07-88, 01-05-95, 05-16-01, 01-25-12, 05-09-12

AVIATION TASK FORCE COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include responding to and assisting in directing firefighting and rescue work at the scene of an aircraft incident. The incumbent of this class is responsible for the training of a group of Firefighters in aircraft rescue and firefighting techniques; evaluating Aircraft Rescue and Fire Fighting personnel of the department during training; keeping records of training activity of the Aircraft Rescue and Fire Fighting Section; developing an operating budget for the Aircraft Rescue and Fire Fighting Section; and acting as a liaison between the Federal Department of Transportation, State Department of Transportation, Federal Aviation Administration, National Transportation Safety Board, Airport Authority, and the Shreveport Fire Department. The employee of this class has the authority to work independently in most areas and performs duties with only general instructions. This class is evaluated by and reports to the Deputy Fire Chief.

EXAMPLES OF WORK

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

Responds to all Aircraft Rescue and Fire Fighting (ARFF) incidents. Assumes command and directs rescue and firefighting activities until relieved by higher command. Assists Incident Commander by acting as an advisor, helping to decide the best method to handle the incident. Secures the fire scene to prevent removal or damage of evidence. Testifies in court when required. Responds to second alarms or emergency calls for which the department is answerable.

Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Serves as a liaison with the Federal Aviation Administration (FAA), and the Airport Authority.

Manages the accounting for the money and assets of the Aircraft Rescue and Fire Fighting Section. Personally handles budget preparation and prepares expenditure estimates. Purchases equipment and supplies, keeping such purchases within the established budget.

Personally completes any form or record required to document the activity of this section. Compiles and organizes data in order to write reports.

Informs the public about fire department work by means of talks or distribution of literature concerning aircraft incidents and firefighting techniques. Coordinates special projects related to public relations or the image of the fire department dealing with aircraft rescue and firefighting plans. Coordinates the work of the department with the Airport Authority, releasing information and giving assistance when needed.

Develops a training program for the Aircraft Rescue and Fire Fighting (ARFF) section and sees that such a program is properly staffed and supplied with training resources. Personally trains personnel by conducting training in the classroom as well as conducting drills and evolutions.

Inspects Aircraft Rescue and Fire Fighting (ARFF) equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Makes recommendations on major purchases for this section.

Performs any related duties assigned.

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.

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least eight (8) years of experience in fire suppression as a full-time paid employee in a fire department.

Must have achieved Airport Fire Fighters certification as measured by NFPA 1003 standards or equivalent.

Aviation Task Force Coordinator SH

Original Adoption: 04-04-95

Revision Dates: 02-16-00, 05-16-01, 12-09-09, 02-15-12

FIRE PERSONNEL SERVICES COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible support class in the fire department, the primary duties of which are counseling department employees in emergency and non-emergency situations; referring employees that are experiencing emotional, social, chemical dependency, legal, financial or any of the other life difficulties to the proper agency for counseling; maintaining proper records and reports to document required activities; and conducting workshops and training sessions to teach employees how to deal with the trauma and stress which is unique to their job situations. The incumbent of this class performs duties 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.

Responds to critical emergency situations in order to offer support and counseling to both Firefighters and civilians. Assists fire victims by referring them to the appropriate support organizations. Observes Firefighters following traumatic incidents to note any changes in behavior patterns or work habits which would require intervention. Counsels or refers employees to the appropriate organizations when they are experiencing such problems as financial, legal, chemical dependency, emotional, or any other difficulties. Accepts self-referrals or referrals by subordinates' supervisors when the subordinates are experiencing difficulties in their work situations. Assists in resolving employees' complaints and grievances.

Participates in the research and planning of programs and activities of the department. Attends conferences, conventions, and other educational meetings as required by the Fire Chief. Monitors and evaluates local conditions which may become fire or safety hazards. Studies new laws, regulations, ordinances, and court rulings relating to fire department to determine if changes in department policies and procedures are needed.

Gathers information to be used in compiling a budget for the Fire Personnel Services Coordinator Section. Assists in the preparation of the departmental operating budget by compiling and organizing data needed.

Personally completes any form or record required to document the activity of this section. Compiles and organizes data in order to write reports. Writes requests for grants or other special funds to aid in the operation of the Critical Incident Stress team.

Creates a positive image of the department by interacting with the public in both emergency and non-emergency situations. Informs the public by means of talks or distribution of literature of those agencies which are capable of assisting them in dealing with individual or family crisis situations. Acts as a department representative to the news media concerning areas of critical incident stress. Coordinates special projects related to public relations to improve the image of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise and assistance in learning coping skills for handling stress in their jobs.

Develops a training program for the department and sees that such a program is properly staffed and supplied with training resources. Serves as a classroom instructor.

Performs any related duties assigned.

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.

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least a Master's degree in some form of professional mental health counseling and have attained certification as a BCSW (Board Certified Social Worker) or as a LPC (Licensed Professional Counselor).

Fire Personnel Services Coordinator SH
Original Adoption: 04-04-95
Revision Dates: 02-15-12

FIRE PUBLIC INFORMATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position in the fire department, the primary duties of which include providing the news media with information on fires, emergency medical services, hazardous material events, fire prevention operations, and other department events that are newsworthy or designated as so by the fire chief. Employee will also be responsible for special projects, such as press conferences, guest lecturing, and/or other duties as prescribed by the fire chief. Because employee in this class will have access to sensitive and confidential internal department information, the exercise of mature, independent judgement is required. The Public Information Officer is required to be on duty or subject to call at all times and is accountable directly to 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.

Serve as department representative to the news media, releasing information and answering questions pertaining to fires, EMS, HazMat, fire prevention and/or investigations, fire communications, training, maintenance, and any other department related affairs, including human interest stories deemed noteworthy by the Fire Chief.

Responds to all major fires, including fires involving injury (department or civilian) or fatality, level II HazMat incidents, major accidents or emergency medical operations involving lengthy department involvement or unusual circumstances, mass casualty incidents, or when requested to respond by the incident commander. At emergency scene, coordinate all information about the incident and to answer questions of the media, city officials, or citizens.

Serve as official department representative at any required meeting in order to give reports, make recommendations, and keep informed on local trends that may affect the fire service. Make speeches on fire department matters before school and civic groups.

Advises Fire Chief and other designated department officers on matters that may affect the department's public image. Writes reports as assigned by the Fire Chief to document activities in the area of public information/relations. Maintain department web site and development of

newsletter. Maintains file and record of all press releases and published news stories concerning the department.

Participates in the department's training program by serving as an instructor in the area of public information, public relations, and public speaking.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before 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, being a qualified elector of the state of Louisiana, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Before appointment, must have a valid Louisiana driver's license, which would qualify applicant to operate all required department equipment.

Must have a high school diploma or a valid certificate of equivalency issued by the state department of education, supplemented by eighteen (18) hours of course work in the field of communications. The successful candidate should have a minimum of 3 years of progressive fire/EMS service experience of working closely with a fire service. Candidates should possess excellent written and verbal communications skills and knowledge of current computer technologies and word processing.

OR

Must have an associate or bachelor's degree in communications or related field (including speech, journalism, broadcast journalism, or a related curriculum).

Fire Public Information Officer SH

Original Adoption: 05-16-01

Revision Dates:

INFORMATION TECHNOLOGY SPECIALIST

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position in the Fire Communications Division, the primary duties of which include the design, implementation, and maintenance of a computerized fire department records management system and maintaining the department network servers. The employee of this class works closely with departmental administrative and supervisory personnel to assure that departmental records management system is kept current and maintained for the purposes of tracking departmental activity. The Information Technology Specialist provides technical assistance to others responsible for data entry. The employee of this class serves as the department liaison with other area public safety agencies relative to the communication of records and information. The Information Technology Specialist works under general supervision, reporting to and having work reviewed by the Chief of Fire Communications.

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.

Designs, implements, and maintains a computerized fire department records management system, including developing and recommending policies for its use and maintaining equipment replacement schedule. Examines and evaluates existing records management system in order to develop new or to recommend improvements in systems format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements to records management system. Assures that the departmental records management system is kept current and maintained for the purposes of tracking departmental activity. Prepares correspondence and develops new forms as required for the dissemination of information relative to the information management process.

Implements and maintains department network servers. Installs, modifies, and makes repairs to department computer hardware and software systems and provides technical assistance and training to system users. Installs or assists department personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives following design or installation specifications. Loads software such as operating systems, word processing, or spreadsheet programs into computers and assists network providers in setting up computer network. Maintains inventory records on all department owned computer hardware and

peripherals. Performs software audits to insure compliance with all software license agreements and maintains inventory records and security of department's licensed software.

Instructs users in the use of equipment, software, and manuals. Responds to inquiries concerning problems with systems and/or operations and performs remedial actions to correct problems based on knowledge of system operation. Arranges for outside repairs of departmental computer equipment and follow-ups on all repairs to assure that the work was properly accomplished. Assists network providers in overseeing the maintenance of the local computer network.

May respond to critical Information/Technology emergencies when they occur including after normal business hours. Maintains Mobile Data Terminals on all department first responder vehicles including interfacing with the records management system, repairing, replacement, and training. Maintains fire department radio and voice recording system, rapid entry key system, providing technical assistance where needed. Produces hologram identification cards for fire department personnel.

Meets with computer hardware and software vendors to review products related to the departmental records management system. Makes recommendations for the purchase of computer network equipment and software. Maintains equipment replacement schedule. Orders and distributes supplies and equipment as required.

Maintains records on all computer equipment and accessories for the department. Submits to the proper authority information used to create a budget for the department's Information/Technology division as well as a plan for replacement, maintenance and upgrades to all I/T equipment.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and state and local agencies. Provides assistance to other public safety agencies during emergencies in order to share information and data.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have a minimum of five (5) years' experience in electronic computer or communications equipment related field with a working knowledge in data and telecommunications systems, including installing and maintaining Local Area Networks.

Information Technology Specialist SH

Original Adoption: 12-07-05

Revision Dates: 11-09-11, 02-15-12

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include supervising the administrative staff of the department; maintaining department records and reports; assisting the Fire Chief in the areas of budgeting, research, and planning; personnel administration; and performing assigned public relations duties. The employee of this class 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.

Relieves the Fire Chief of a wide variety of administrative and clerical details through performing specialized tasks in personnel administration, budget preparation, public relations, and maintenance of records and reports.

Participates in developing a personnel recruitment and selection program and interviews prospective employees, making recommendations for hire. Assists in the research and planning of programs and activities of the department. Works with boards and agencies whose operation or rules affect the careers of the fire department personnel. Keeps informed on changes in the law and local trends that may affect the fire service and determines if any changes in department policies and procedures are needed. Plans and organizes departmental operations having to do with personnel, including investigating complaints against employees and making recommendations for the appropriate action to be taken. Testifies in court when required.

Manages the accounting for the money and assets of the administrative function of the department. Gathers information to be used in compiling budgets and assists in the preparation of the departmental budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the established budget.

Supervises subordinate employees assigned to the administrative staff of the department. Holds meetings with subordinate employees for the purpose of receiving reports and disseminating information. Assigns work areas and schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides technical assistance and “on-the-job” training. Maintains discipline.

Informs the public about fire department work by delivering speeches or attending official meetings in order to release information and answer questions. Acts as the department representative to the news media. Oversees special projects related to public relations or the image of the fire department. Conducts polls and surveys to set goals for the public relations program. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Conducts tours of department facilities for school or civic groups.

Provides for the maintenance of all department records, including making decisions concerning what information should be included and in what form this information should be kept. Compiles and organizes data needed for records and reports. Writes letters, newspaper articles, grant requests, or any other type of official paper for publication. Personally completes any forms and records assigned.

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 of legal age.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, 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 certification of graduation.

Must have at least ten (10) years of experience as a full-time member of a paid fire department.

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.

Administrative Assistant to the Fire Chief SH

Original Adoption: 06-16-92

Revision Dates: 01-05-95, 08-20-08

EXECUTIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves important and varied detail and clerical work arising out of the fire chief's office. Primary responsibility is for relieving the chief of many minor administrative details, including correspondence and the work may require the taking of dictation only at occasional intervals. The incumbent may advise with other employees on matters relating to their work, but supervision is limited to the transmittal of instructions from the chief.

EXAMPLES OF WORK

(Illustrative only.)

Take and transcribe dictation and type from rough draft and other sources, letters, memoranda, forms, and other material;

Act as clerical assistant to the chief, compose important correspondence, relieve the chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the chief;

Read reports and summarize information to facilitate review by, and to conserve the time of the chief; prepare comprehensive reports and make special breakdown of information for the chief;

Keep records, make reports, and prepare other written documents, as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of modern office practices, procedures, and appliances, and of business English, spelling, and arithmetic;

Good judgment in making decisions in the light of established precedents, and resourcefulness in meeting new problems;

Ability to handle routine administrative details independently;

Ability to accurately and effectively take and transcribe dictation;

Ability and willingness to follow written and oral instructions;

Ability and willingness to establish and maintain satisfactory working relationships with other employees and the public.

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

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

Must possess a combination of experience and training which indicates sufficient possession of the knowledges, skills, and abilities listed above to satisfactorily perform the required work;

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

Executive Assistant to the Fire Chief SH Original Adoption: 06-18-46 Revision Dates: 09-30-82, 01-05-95, 12-10-08, 08-23-22

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is responsible, non-supervisory clerical work including the preparation, receiving, clearing, and maintenance of reports, records, and documents for the fire department and other related work as required. Incumbent works under the general supervision of the deputy chief.

EXAMPLES OF WORK

Illustrative only.

Maintains accurate records of all fires, fire losses, and fire deaths occurring in the city as required.

Prepares purchase requisitions and receives, examines, and processes invoices covering purchases for the fire department according to law and departmental policies.

Prepares statistical data from the reports of fire and other emergencies responded to by the fire department.

Prepares payroll for the entire department when required. Prepares and types letters and forms as required in the performance of work.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of modern office practices and procedures.

Good knowledge of business English and arithmetic.

Ability in performing computations, in filing, maintaining office records, and in operating a typewriter.

Ability to gather statistical data and prepare accurate records and reports according to general instructions;

Ability and willingness to establish and maintain satisfactory working relationships with other employees and the public.

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

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

Must possess a combination of experience and training which indicates sufficient possession of knowledges, skills, and abilities, listed above to satisfactorily perform the required work.

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

STATUS OF INCUMBENT OF POSITION WHEN ALLOCATED

Employees performing this duty for the fire department at the time of the allocation creating the new position shall be inducted into and bound under the classified service without further examination.

Departmental Records Clerk SH
Original Adoption: 02-12-75
Revision Dates: 01-05-95

OCCUPATIONAL INDEX TO POLICE CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF SHREVEPORT ---- PARISH OF CADDO

POLICE SERVICE

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*Competitive class

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Original Adoption: 06-18-46

Revision Dates: 03-22-55, 12-04-56, 11-08-58, 09-12-61, 02-26-65, 11-14-68, 11-03-72,
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02-14-24

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is routine general police work involving patrol, traffic, vice and juvenile activities enforcing the state and municipal laws, regulations and ordinances and protecting life and property. Some employees of this class may be assigned to routine clerical work. Employees may work in company with and receive assistance from a more experienced officer. Work involves directing traffic, answering complaints, issuing tickets for movables and non-movable violations, making regular patrols, investigating accidents, crimes or suspicious activity of adults and juveniles in accordance with prescribed departmental rules and regulations. Independent judgment must be used when faced with emergency situations. All work is reviewed by superior officers through reports. Inspection, observation and short conferences.

EXAMPLES OF WORK

(Note: Examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in foot, automobile and motorcycle patrol work done along or in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal code and parking ordinances; renders information aid and assistance to motorists and other citizens; checks model, make, and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators; Investigates vehicles parked illegally, under suspicious circumstances, or abandoned.

Directs traffic to reduce and eliminate congested traffic conditions; clocks moving vehicles; issues tickets for movable and non-movable traffic violations; makes arrests; appears in court as a witness.

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; Investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and the removal of debris to restore traffic.

Receives complaints; secures necessary information; dispatches men and equipment when delegated, reports difficult situations to superior; maintains simple records and makes reports.

Investigates usually in company with a superior, suspicious or known criminal activity; may investigate the conduct and character of juveniles or persons involved in suspected criminal activities with juveniles; may pose as a juvenile or other person to secure information and

evidence; interviews persons involved or suspected of being involved; verifies information; searches for, locates and preserves evidence; searches for and locates wanted persons and goods.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Aids in maintaining order in crowds and in public gatherings.

May be required to act as a field training officer for assigned recruits.

Performs various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

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

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, general educational development (G.E.D.) 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 G.E.D. certificate.

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

Must possess a valid driver's license.

Police Officer SH	
Original Adoption:	06-18-46
Revision Dates:	03-31-48, 01-25-56, 01-15-57, 07-28-66, 08-14-75, 11-05-75, 11-05-87, 02-01-90, 12-06-90, 09-10-92, 01-05-95, 03-07-96, 09-14-05, 02-15-12

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is responsible supervisory patrol or traffic work or it involves performing the more technical and complicated phases of police work in the investigative, identification, records, training, or communication section. An employee of this class works an assigned shift and makes decisions in accordance with departmental rules and regulations or laws and ordinances. When work involves the more complicated phases, there is latitude for some freedom of operation within limits as outlined by a superior. Work is reviewed through reports, conferences, and satisfaction of results obtained.

EXAMPLES OF WORK

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

Supervises employees engaged in traffic and patrol work; assigns tasks and outlines objectives to be accomplished, reviews for satisfactory performance before and after completion; reviews reports; personally investigates or takes command of the more difficult situations or gives instructions to subordinates to accomplish task, dispatches personnel and equipment, inspects subordinates in the field and at headquarters.

Receives assignment; alone or in company with another employee proceeds to location, investigates situations involving juveniles or adults; diagnoses problem and takes steps necessary to eliminate undesirable situations; makes arrests; interviews adult or juvenile suspects, victims, witnesses, informers, and other persons to obtain evidence and to verify details; maintains surveillance; makes oral and written reports.

Works an assigned shift, receives assignment and travels to locations, searches for, collects, marks, preserves, and identifies evidence, photographs entire scene and special parts thereof, casts impressions, lifts latent fingerprints, classifies prints, compares prints with those on file for identification, makes drawings of crime scenes, makes oral and written reports.

Works an assigned shift and personally performs or directs subordinates in obtaining, preparing, and maintaining complete police records, including, but not limited to, traffic, investigative, identification, personnel, or any other records deemed necessary. Reviews and classifies reports of other personnel, searches data and reports findings to interested parties. Makes oral and written reports.

Performs various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

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

Must have a valid driver’s license.

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

Police Sergeant SH
Original Adoption: 06-18-46
Revision Dates: 12-04-56, 08-14-75, 12-18-80, 09-04-86, 01-05-95, 05-09-12, 10-11-17

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions the primary duties of which involve general and technical aspects of police department operations. Police Lieutenants assist in directing the activities of a group of employees on an assigned patrol shift involving general law enforcement, traffic enforcement and traffic accident investigation, criminal investigation, criminal identification, juvenile procedures, jail operations, and special tactical operations. Employees of this class may be required to perform administrative duties to provide for the efficient operation of the assigned service or division, including oversight of the preparation and maintenance of records and reports. Employees of this class have the authority to work independently in most areas, 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 traffic accident investigation, criminal investigation, juvenile procedures, jail operations, and special operations. Deploys personnel in order to provide required services in a cost-effective manner. Conducts research to be used in making management decisions and for the planning of programs and activities for an assigned division or service. Monitors local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Manages a personnel recruitment and selection program. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Reviews incoming communications and handles according to departmental policy.

Supervises and inspects subordinate police department employees making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long-term goals of the department. Approves leave, and provides on-the-job training for department members, including providing assistance in technical areas of work.

Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action for consideration by the appointing authority.

Assists in directing the activities of a group of employees on an assigned shift engaged in patrol and general law enforcement. Stops and questions individuals who appear to be acting suspiciously; engages in armed encounters when required; physically disarms suspects; makes arrests; uses police radio to relate location or to request back-up. Protects the crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Provides for the proper treatment of juvenile offenders. Provides or obtains medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Assists in directing the activities of a group of employees on an assigned shift engaged in traffic law enforcement, traffic accident prevention, and accident investigation. Provides assistance to subordinates assigned to direct and control traffic; detect traffic violations and conduct vehicle stops; issue citations; and participates in traffic accident investigations. Instructs subordinate supervisors in proper procedures and methods. Receives complaints and suggestions relative to traffic problems. Makes recommendations for remedial action necessary for the alleviation of undesirable traffic situations.

Assists in directing the office and field activities of a group of employees on an assigned shift engaged in preventing, investigating, and solving crimes of a specific type or character, including crimes against persons and property. May oversee crime scene operations. Personally investigates the more serious and complicated cases, including photographing the crime scene or special parts, taking cast impressions, lifting latent fingerprints, and prepare evidence for identification when necessary. Assures that appropriate procedures are followed to protect of the chain of possession of evidence. Interviews or directs the interviewing of suspects, victims, witnesses, informants, and other persons to obtain evidence and to verify details.

Assists in directing the activities of a group of employees on an assigned shift engaged in special tactical operations, including the Incident Command System, involving crowd control, unlawful or disorderly assemblies, and disaster control. Assists in the development of tactical plans for response to various emergency situations.

Assists in directing the activities of a group of employees on an assigned shift engaged in jail operations. Assists in the management of the jail facility, including processing and classification of inmates, inmate care, and jail security.

Assists in directing the activities of a group of employees on an assigned shift engaged in obtaining, preparing, and maintaining complete departmental records. Supervises the

preparation and maintenance of departmental records and reports by reviewing records completed by subordinates, and by periodically inspecting record-keeping systems and facilities. Records and supervises the recording of pertinent information on log sheets according to established procedure. Provides for the maintenance of suspect files or files related to the assigned section or unit. Reviews and analyzes data and compiles information necessary for standard and narrative reports. Writes letters and memoranda in answer to written or oral requests, or to respond to problems of the police service. Processes data using the department's computer system, enters and retrieves data using the NCIC network. Personally completes any records or forms necessary to document the activities of the department.

Supervises the general care of departmental property, and arranges for repairs and maintenance of all department equipment. Locates outside repair services, and obtains cost estimates. Manages inventory control of supplies and equipment for the department. Makes recommendations for purchases.

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 being a qualified elector of the State of Louisiana.

Must be a regular and permanent employee in the class of Police Sergeant.

Police Lieutenant SH

Original Adoption: 06-18-46

Revision Dates: 11-17-54, 12-04-56, 09-04-56, 09-04-86, 09-05-95, 01-05-95, 05-22-02,
10-11-17

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and administrative positions, the primary duty of which is directing the operations of a division, bureau, or an assigned shift. Police Captains perform administrative functions of the department, including conducting research for departmental planning purposes, recommending changes in departmental policies and procedures, overseeing personnel recruitment and management functions, record maintenance, public and community relations, and the management, maintenance, and use of all departmental equipment, vehicles, and property. Employees of this class assist in the preparation of the departmental operating budget. Police Captains provide direction to subordinate personnel in difficult or complex phases of the law enforcement operations and support functions of the department. Duties of this class are performed with a high degree of independence, with special assignments received from and work reviewed by the Assistant Police Chief. This class reports to and 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.

Oversees and directs the operations and activities of personnel assigned to a department division, bureau or an assigned shift, including patrol and general law enforcement; traffic enforcement and accident investigation; criminal investigation; juvenile operations; special tactical operations; jail operations; training; information services; communications; and personnel management. Conducts research to be used in making management decisions, and for the planning of programs and activities for the assigned area of operations. Participates in developing procedures to accomplish the goals of the department. Provides for inspections of the various services of the department, evaluates effectiveness, and takes appropriate action to correct or improve problem areas. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of established procedures.

Supervises subordinate police department employees. Provides direction in the law enforcement functions of the department. Sets long term goals and establishes a timetable for completion. Monitors work pace and progress. Holds meetings to receive reports and disseminate information. Sets work schedules, and approves leave. Reviews reports written by subordinates and provides assistance in technical areas of work. Evaluates work performance of subordinate

employees. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Promotes the positive image of the work of the department. Supervises the public relations efforts of the department. Reviews incoming communications and takes action by personally handling the matter, or by assigning it to the appropriate personnel. Answers questions about the operation of the police department or any related areas of law enforcement. Acts as official department representative at public meetings and to the news media. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems, using department records or the results from polls and surveys. Recommends the development and implementation of crime prevention and community relations programs. Writes and delivers speeches, and structures and supervises demonstrations on law enforcement and crime prevention topics.

Participates in the personnel recruitment and selection program for the department by interviewing applicants and making recommendations to the appointing authority. Recommends promotions, both temporary and permanent, based upon current eligibility lists, in accordance with civil service law. Participates in internal affairs reviews to investigate violations of the code of conduct for department members, in order to remove unfit personnel or to correct procedural problems.

Participates in the operation of the general accounting systems for the department and provides for the maintenance of accurate fiscal records, as required. Reviews and approves purchase requisitions, and authorizes the expenditure of departmental funds. Assists in preparation of the departmental operating budget.

Oversees the records-keeping systems and facilities of the department, and the preparation and maintenance of departmental records and reports. Writes reports, letters, and memoranda to effectively communicate information, or to respond to requests.

Supervises the development and management of the training program for the department, insuring that the program is properly staffed and supplied with training resources. Evaluates training needs and provides for employee training at all levels within the department. Provides for the scheduling of department training, and arranges for outside training. Supervises the training for special tactical operations.

Oversees the general care, maintenance, and use of departmental equipment, motor driven vehicles, and other property. Supervises the inventory control for the department. Arranges for repairs, and decides whether to contract for repairs or to assign them to qualified department personnel. Prepares specifications for the purchase of new equipment, and purchases equipment and supplies in the manner provided by lawful 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 examination.

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

Must be a regular and permanent employee in the class of Police Lieutenant.

Police Captain SH

Original Adoption: 06-18-46

Revision Dates: 12-04-56, 09-04-86, 12-88-88, 01-05-95, 05-22-02, 10-11-17

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses highly responsible positions performing administrative and supervisory police work concerned with planning and directing the activities of an assigned division of the police department. Employees of this class are responsible directly to the Deputy Chief of Police for the efficient operations of the division they command. Work is performed in accordance with established policies and procedures with employees having considerable latitude in the exercise of individual initiative in the performance of their duties and responsibilities. Incumbents assist the Deputy Chief of Police in planning and directing the activities of the police department, and in coordinating these efforts with those of other law enforcement agencies, including Federal, State, and other local agencies. This class ranks immediately below that of Deputy Chief of Police and incumbents receive general supervision from the 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.

Assists in the management and directs the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, traffic control and traffic accident investigation, handling of juveniles, and jail operations. Recommends management policies for the assigned division. Conducts inspections of various services of the department and observes division operations. Evaluates the effectiveness of the various services following inspections and works 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 combat.

Investigates complaints against department personnel and accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents or complaints. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Sees that all department personnel policies conform to EEOC standards.

Supervises subordinate department employees. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information. Discusses work performance with subordinates and superiors. Supervises department employees by resolving employee complaints and grievances. Counsels employees who are experiencing work problems. Conducts corrective interviews as directed and recommends disciplinary action to a superior officer.

Evaluates training needs and provides for employee training at all levels within the department by scheduling department training. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program.

Assists in supervising the operation of the general accounting system for the department to provide a record showing money and assets of division operations. Gathers information to be used in the preparation of a departmental operating budget. Prepares revenue and expenditure estimates. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget.

Determines what information should be included in division records and in what form this information should be kept. Writes reports and letters to handle problems or to address other needs of the police service. Writes requests for grants or other special funds to aid in the operation of the police service.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related property. Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Sees that supplies and equipment are ordered and disbursed as required.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meeting of governmental or civic committees and groups as assigned. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must possess a valid 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 SH

Original Adoption: 11-03-72

Revision Dates: 9-04-86, 04-07-88, 01-05-95, 02-15-12, 10-11-17

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 Police Chief 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 Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the departmental budget, records and reports. The employee of this class performs assigned duties with a high degree of independence, reporting directly to the Police Chief 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.

Manages the overall operation of all divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement and crash investigations, criminal investigations, special operations, community policing, communications, human resources, and the corrections function. Conducts inspections of various services of the department, evaluating the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Provides information and updates to Police Chief and other department officials on local conditions which may affect the work of the department. Reviews new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications, interviews prospective employees, and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget including reviewing divisional budgets submitted. Prepares revenue expenditure estimates. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Recommends the purchase of needed equipment. Manages the general care, maintenance, and use of all department equipment, vehicles, and property.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Supervises subordinate department employees by assigning work schedules and approving leave. Holds meetings for the purpose of receiving reports and disseminating information. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, makes recommendations for disciplinary action, and carries out disciplinary action as directed by the appointing authority.

Assists the Police Chief in developing a training program for the department, seeing that such program is properly staffed and supplied with training resources. Evaluates training needs and provides for employee training at all levels within the department by scheduling department training. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program.

Assists the Police Chief in determining information that should be included and maintained in the records of assigned services and determines how this information should be kept. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining records. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Serves as departmental representative to give reports, offer advice, or make recommendations regarding departmental operations. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

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 appointment, 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 be a regular and permanent employee of the Shreveport Police Department in a class not lower than that of Police Sergeant, having served not less than eight (8) years of full-time law enforcement experience.

Deputy Chief of Police SH Original Adoption: 02-15-12 Revision Dates:

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the police 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 Police Chief establishes management policies and determines goals and objectives for the department, develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, and oversees the care and maintenance of all department equipment and property. The Police Chief reports to and has work reviewed by the Chief Administrative Officer.

EXAMPLES OF WORK

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

Manages the total operation of the police department, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Determines how the department and personnel should be organized, including number of operating units and distribution of units. Monitors any local conditions which may create situations the department may be called upon to handle. Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control and traffic accident investigation, criminal investigation, special operations, handling of juveniles, and jail operations.

Establishes a performance evaluation system and uses it to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints.

Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level.

Establishes and maintains a system of line and staff inspections to exercise control through the processes of observation and review by supervisory personnel and by qualified observers outside the normal lines of authority and responsibility. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Supervises the recording of expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records.

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

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Complies, organizes, and analyzes data needed and writes reports required to document the activity of the department. Writes letters in answer to written or oral requests addressed to the police department or needed to handle police matters. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Acts as department representative to the news media. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Writes speeches and delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and sets goals and task priorities. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel, sets long term goals for subordinates and monitors work pace and progress of assigned jobs, reviews reports written by subordinates, handles employee complaints, and maintains discipline among employees by conducting corrective interviews.

Reviews major equipment expenditures and supervises the purchasing of equipment and supplies making sure that such purchases are within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least 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

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 ten (10) 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 a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) 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 SH

Original Adoption: 06-18-46

Revision Dates: 08-30-78, 10-21-93, 01-05-95, 02-15-12

JAILER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the police department, the primary duties of which include guarding inmates, and maintaining safety and security within the jail facility. Jailers I book and process prisoners, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees in positions of this class perform routine tasks in accordance with the regulations of the police department under the supervision of a Jailer II.

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.

Admits prisoners to jail and releases prisoners from jail being responsible for inventory of property, initial search and sanitary procedures, and the completion of necessary records and forms.

Makes regular formal inspection of all security facilities and systematic count of prisoners, both formal institutional counts and informal personal counts.

Performs routine duties necessary for the proper feeding, housing, and medical attention of inmates.

Performs routine prison maintenance and handles prison work details.

In booking of prisoners, performs in-house fingerprinting and photographing mug shots. In addition gathers information and completes required forms as provided by the identification division.

Performs related duties as required.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must be not less than 21 years of age at time of appointment.

Jailer I SH
Original Adoption: 09-27-77
Revision Dates: 07-26-78, 10-06-83, 01-06-94, 01-05-95, 05-22-02, 02-15-12

JAILER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel on specific shifts. Jailers II supervise the booking and processing of arrested persons, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees of this class perform routine tasks under the direct supervision of a Jailer III. This class ranks directly below that of Jailer III.

EXAMPLES OF WORK

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

Performs booking procedures for arrested persons brought to the jail, including searching inmates, reading inmate his/her rights under the law, photographing, fingerprinting and securing personal property, and completing necessary arrest records. Ensures that inmate is secured in a cell. Provides for inmate needs, including meals, clothing, and medical attention. Makes sure jail facility is clean.

Conducts routine and random searches of inmates and jail facilities to discover and seize contraband and to perform inmate counts. Monitors all packages and mail delivered to the jail facility to prevent smuggling of contraband. Screens visitors to jail according to established policy to prevent smuggling of contraband or any other prohibited activity. Operates security devices. Inspects and maintains emergency equipment.

Supervises inmates and trustees in any activities taking place outside cells, such as meals, recreational, or rehabilitation activities. Controls the movement of inmates within the jail facility and in transit to other locations, such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears and counsels inmates with grievances. Prevents or controls disruptive behavior. Disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises lower ranking jail personnel. Assigns duty areas or work schedules to subordinates, and approves leave. Reviews reports of subordinates. Evaluates work performance of

subordinates and discusses work performance with ranking personnel. Maintains discipline among subordinate employees.

Assists in the preparation and maintenance of division records and reports, periodically inspecting record maintenance systems. Writes reports and completes records as required. Assists in keeping accounts showing money and assets of the jail. May participate in gathering information in preparation of an operating budget for the jail. Recommends the purchase of equipment and supplies.

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 being a qualified elector of the State of Louisiana.

Must be a regular and permanent employee in the class of Jailer I.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Jailer II SH

Original Adoption: 10-06-83

Revision Dates: 01-05-95, 05-22-02, 10-11-17

JAILER III

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in the jail facility, the primary duties of which are the supervision of subordinates assigned to the jail and the management of jail operations on an assigned shift. Jailers III ensure that department policies and procedures are followed by subordinate personnel. Employees of this class provide for the security of the jail facility, the maintenance of the facility and equipment, and the preparation and maintenance of records and reports. Incumbents in the class of Jailer III work with a high degree of independence. Jailers III work independently under the supervision of the Jail Superintendent. This class reports to and has work reviewed by the Jail Superintendent.

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 and supervision of the operation of the jail facility on an assigned shift. Prepares for assigned shift by reviewing records of previous shift activity.

Assures that department policies and procedures are appropriately followed, including booking procedures, inmate searches, securing personal property, completing records, and inmate classification. Ensures that inmate is secured in a cell. Assures that inmate counts are performed and searches are conducted of inmates and jail cells in accordance with department procedures. Provides for inmate needs, including meals, clothing, and medical attention. Hears inmate grievances and counsels inmates.

Provides training for jail employees, providing technical assistance to all subordinates when necessary. Assigns duty areas and work schedules for subordinates, and approves leave. Inspects the appearance of subordinate employees, and evaluates the work performance of subordinate employees. Reviews written reports prepared by subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Investigates complaints against jail personnel and recommends appropriate action. Maintains discipline.

Makes periodic inspections to operate and inspect security and safety devices to ensure that the facility is safe, clean, and that all equipment is operating correctly. Arranges for repairs when needed. Maintains an inventory of supplies and recommends the purchase of equipment and supplies when needed. Maintains accounts of the jail.

Provides for the preparation and maintenance of jail records. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail. Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public.

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 a qualified elector of the State of Louisiana.

Must be a regular and permanent employee in the class of Jailer II.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Jailer III SH
Original Adoption: 11-14-68
Revision Dates: 09-27-77, 10-06-83, 01-05-95, 05-22-02, 10-11-17, 02-14-24

JAIL SUPERINTENDENT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position with the primary responsibility of supervising and management of the City Jail. The Jail Superintendent provides for and supervises the security of the jail facility; maintenance of the facility and equipment; budget preparation; and supervising and assisting subordinate employees in handling prisoners assigned to the jail facility. The Jail Superintendent oversees the booking procedure; maintains records and reports of jail activity; supervises the needs of the prisoners; and supervises and maintains an inventory of supplies for the operation of the jail. The Jail Superintendent works independently under the supervision of an Assistant Chief of Police. This class reports to and has work reviewed by the Assistant Police Chief. The Jail Superintendent must have a working knowledge of State and Federal Guidelines for Jails.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, nor are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Responds directly or indirectly to written or oral requests or complaints. Ensures that all required reports, correspondence, and files are prepared, maintained, and forwarded to the Chief of Police, Deputy Chief of Police, and Assistant Chief of Police. Completes records, reports, and coordinates the work of the department with related federal, state, and local agencies, relating information and giving assistance when needed.

Assigns duty areas or work schedules to subordinates. Acts as official timekeeper for all Jail Personnel, ensuring that all timecards and records of time prepared by shift supervisors are complete and accurate. Approves leave; evaluates work performance; provides technical assistance; counsels employees; resolves employee complaints and provides training for new jail employees.

Oversees all procedural activities commonly required, such as searching of prisoners who are brought to the jail securing of all personal property of the arrested person; use of restraining devices on prisoners when required; and ensures all information regarding the new prisoner is listed in the appropriate records.

Oversees the jail facility making sure that it is clean; prisoners receive proper meals; prisoners clothing is clean and meets jail regulations; and sees that inmates receive proper medical attention.

Gathers information for and prepares an operating budget for the jail; reviews and signs purchase requisitions; purchases and maintains an inventory of supplies needed in the jail making sure such purchases are within the established budget. Inspects the jail facility and equipment to maintain all necessary safety precautions and to maintain emergency equipment for use in case of fire.

Ensures that the Chief of Police, Deputy Chief of Police, and Assistant chief of Police are kept informed of all pertinent activity of the Jail.

Carries out lawful mandates of the Chief of Police, Deputy Chief of Police, and Assistant Chief of Police.

Observes the conduct, appearance, performance, and actions of Jailers and makes suggestions on commendations and disciplinary action as the situation dictates.

Works closely with and assists other departmental personnel to ensure the proper functioning of the Jail; Identifies problems and makes recommendations for solutions.

Coordinates with the Training Division in providing for training of Jail personnel.

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

Must be a regular and permanent employee in the class of Jailer III.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Must have successfully completed **EITHER** one of the following:
National Sheriff's Association Corrections Officer Supervisory Course

OR

American Corrections Association Correction Officers Supervisory Course.

Must have a minimum of five years' experience in a paid correction officer position.

Jail Superintendent SH

Original Adoption: 02-14-24

Revision Dates:

POLICE COMMUNICATIONS OFFICER I

(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 related to the operation of the Police Communication Bureau. Duties of this class require the ability to act independently following standard operation procedures. Employees of this class perform the actual dispatch of apparatus/personnel, provide subsequent field support services, and are sufficiently knowledgeable of effectively capable of communicating the operational policy for Police Service. This class must provide related coordination with Department officials, including recommendation and support assistance. Police Communications Officers I are accountable to Police Communications Supervisors for assignments and duties.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned nor are they intended to exclude other duties which may be reasonable assignments for this class.

Receive assigned Public Safety, Emergency, 911, and non-emergency telephone calls, interrogates caller to determine nature of service/assistance needed, acquire the most accurate information practical, forward this information to a Police Communications Officer and/or a Fire Communications Officer for dispatch. The Police Communications Officer I, determines the needs and services of the caller and either forwards the complaint or information to a dispatch officer or refers the caller to the proper Unit, Division or Department for further handling.

Provides Emergency Medical pre-arrival instructions when appropriate.

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

Files report forms, cards, logs, tapes, or other items for future reference, fills out forms, reports, or official documents required by the department.

Notifies repair crew or supervisor of any malfunctioning equipment.

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

Maintains record of location and status of police units, makes frequent contact with these units, takes request for assistance and complies with such, relays instructions from supervisors, messages, emergency information and/or supervises that activity relative to advising of information by dispatch.

Receives automatic alarms and/or supervises dispatch activity.

Advise number of field personnel for initial response.

Coordinates and verifies the appropriate staff and/or agency notification in the event of major incidents and/or supervises this activity per department policy.

Maintains records, logs, files, and lists such as log of shift activity for division officers and records on information relating to all incidents.

Participates in on scene drills, schools, civil defense exercises, etc.

Contributes to the development of administrative procedures, supports, promotes and/or advises on matters related to the proper operational policy.

Maintains positive public relations.

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, general educational development (G.E.D.) 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 G.E.D. certificate.

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

Must demonstrate a working knowledge of the geography of the city including the location of major subdivisions, location of major landmarks, main streets and highways.

Must present, with the application, a certificate of verification of the ability to type at least 35 words per minute.

Before permanent appointment, must successfully demonstrate ability to function during periods of quick changing conditions, which require completion of multiple tasks within short time frames.

Before permanent appointment, must successfully demonstrate ability to interrogate individuals, break hysteria thresholds, compose and communicate accurate and complete dispatch information via the computer aided dispatch system.

Before permanent appointment, must successfully demonstrate complete a Police Department approved 40-hour Telecommunicator course. This training is offered as part of the new employee's basic training.

Before permanent appointment, must successfully demonstrate complete a Police Department approved emergency medical dispatch course. This training is offered as part of the new employee's basic training.

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

Police Communications Officer I SH

Original Adoption: 08-14-75

Revision Dates: 02-10-82, 11-12-89, 09-13-93, 08-18-94, 01-05-95, 02-15-12

POLICE COMMUNICATIONS OFFICER II

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class is responsible for supervising the shift activities of the Police Communications Bureau. Illustrative examples of duties performed include, but are not limited to the following:

Monitors the activities for assigned call takers and dispatchers; coordinates scheduling of personnel assigned to the shift to ensure adequate coverage of all functions and work stations; ensures that necessary equipment and supplies are always on hand;

Ensure that the Emergency Communication Center is secure after normal working hours; prepares tapes of emergency and non-emergency conversations and radio transmissions for litigation, complaint investigation or training purpose;

Evaluates assigned personnel as to progress and ability; operates a variety of equipment including radio and telephone consoles, data communication terminals, etc;

Investigate complaints on communications personnel, prepare a written response and/or recommendations for corrective action;

Maintain work and attendance log of assigned personnel;

Receives and relays communications to on-duty personnel and to the oncoming shift supervisor; and assist in the coordination of development of entry level and in-service training programs for all Police Communications Officers;

Ensure that all equipment is operationally effective at all times; assist assigned shift personnel with problems when practical;

Ensure that assigned personnel work closely as practical with other divisions and citizens.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

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

Must possess good general typing skills and abilities and complete a data entry test designed to demonstrate ability to accurately receive and process requests for emergency service and perform record maintenance via the use of electronic processing equipment.

Must adequately demonstrate the ability to clearly announce messages verbally and properly compose written correspondences.

Must be a regular and permanent employee in the class of Police Communication Officer I with at least six (6) years in that class, immediately preceding the closing date for application to board.

Must have and demonstrate the knowledge of the proper operation of police communication center, all equipment related to the communication center, the geography of the city including the location of major subdivisions, location of major landmarks, main streets and highways.

Performs related duties as assigned.

Police Communications Officer II SH

Original Adoption: 08-18-94

Revision Dates: 01-05-95, 04-12-23

POLICE VEHICLE TECHNICIAN I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the Vehicle Maintenance Division of the Shreveport Police Department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, adjust and organize replacement parts for all departmental vehicles, apparatus and equipment. Police Vehicle Technicians receive specific instructions for most duties and report to and have work reviewed by the Police Vehicle Technician II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, nor are they intended to exclude other duties which may be logical assignments to this class.

Performs maintenance on or makes repairs to brake systems, cooling systems, and drive train systems, including automatic transmissions, drive shafts, differentials, and universal joints. Maintains fuel systems, including fuel pumps, carburetors, fuel lines and filters, and chokes. Repairs and maintains electrical systems, batteries, starter systems, alternators, ignition systems, coils, distributors, spark plugs and cables, and electronic ignitions. Performs maintenance on or makes repairs to lubricating systems, including oil pumps, oil filters, oil seals, and PCV systems. Cares for suspension systems, gasoline engines, and repairs accessories on automotive equipment, including speedometers, tachometers, lights and flashers and windshield wipers. Uses automotive maintenance instruments in the maintenance or repair of police equipment such as oscilloscope, hydrometer, voltmeter, dwell-tachometer, and vacuum gauge. Installs and ensures proper operation of emergency equipment including lightbars, strobes, sirens, flashers, audio/video systems, prisoner transport/restraint systems, and K9 transport systems. Operates brake lathe to turn rotors and drums as necessary. Operates tire machines to mount and balance tires as necessary.

Performs general maintenance tasks, diagnoses mechanical problems from information supplied by police officers, and performs required safety inspections on all department vehicles. Road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to determine that repairs were effectively accomplished.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Makes mathematical calculations to perform accurate and correct measurements, adjustments, or calibrations.

Organizes and stores departmental property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Inspects equipment after repairs to assure those

repairs were properly accomplished. Completes forms and records as required and participates in any training required by the department.

Performs any related duties assigned.

QUALIFICATIONS AND REQUIREMENTS

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

The applicant 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 an offer of employment, but before beginning work in this class, the applicant 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.

The applicant must possess a valid driver's license.

Applicant must possess one of the following: a High school diploma with an official transcript or High school equivalency certificate, or Associate's degree, or Bachelor's degree, with an official college transcript from an accredited College/University. 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 equivalent certificate.

In addition, applicant must have obtained or achieved one of the following:

The applicant must have at least two (2) years in automotive repair experience, or, at the time of application, be currently enrolled and attending classes in the second year of formal vocational training. The training must be progressive towards technical certification in an accredited two (2) year vocational training (technical) program in automotive repair.

Police Vehicle Technician I SH
Original Adoption: 11-13-19
Revision Dates: 03-22-24

POLICE VEHICLE TECHNICIAN II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and technically skilled work in the Vehicle Maintenance Division of the Shreveport Police Department. The Police Vehicle Technician II is responsible for overseeing the maintenance of departmental vehicles, police apparatus, tools and equipment. An employee of this class exercises supervision over Police Vehicle Technician I employees, providing training and technical assistance in the repair and maintenance of police department vehicles. The Police Vehicle Technician II works with some supervision, discussing work assignments with and reporting directly to the Assistant Superintendent of Vehicle Maintenance.

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 and supervises maintenance on or repairs to brake systems, cooling systems, drive train systems, and fuel systems. Supervises repairs to electrical systems, such as batteries, starter systems, alternators, ignition systems, coils, distributors, spark plugs and cables, and electronic ignitions. Maintains lubricating systems, including oil pumps, oil filters, oil seals, and PCV systems. Performs and supervises maintenance on or makes repairs to suspension systems, gasoline engines, and emissions systems. Performs and supervises maintenance on accessories on automotive equipment such as speedometers, tachometers, lights and flashers, and windshield wipers. Supervises the use of automotive maintenance instruments in the maintenance or repair of police automotive equipment such as an oscilloscope, hydrometer, voltmeter, dwell-tachometer, and a vacuum gauge. Oversees general maintenance tasks such as refueling vehicles, changing and adding oil, and adjusting headlights. Diagnoses mechanical problems from information provided by police officers. Performs and supervises required safety inspections on all department vehicles, road tests equipment to determine what repairs are needed and determines that repairs were effectively accomplished. Decides if police vehicle involved in an accident is safe for continued use.

Assists superior officer with supervising department employees by assigning work or duty areas, assigning work schedules, approving leave, overseeing and evaluating work performance of subordinates, and reviewing subordinate reports. Discusses work problems with subordinates and superiors and aids subordinates with technical areas of work. Assists with resolving employee complaints and grievances, counselling employees who are experiencing work problems, and by writing employee evaluation reports. Reviews work to be done and delegates assignments to subordinates. Outlines responsibilities and duties for subordinates, including explaining policies, procedures and rules. Assists superior officer with monitoring work pace and progress of assigned

jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Sets long term goals for subordinates, task priorities, and assists superior officer with maintaining discipline among employees. Recommends disciplinary action to the appointing authority and counsels employees who are experiencing work problems. Evaluates the operations of the division, takes steps to correct any problems observed and recommends changes in department policy or procedures as applied to the division. Participates in any training required by the department. Assists superior officer with providing informal or "on-the-job" training for new employees, training subordinates in the use of operating manuals, and with training subordinates in the use of work orders. Assists superior officer with motivating employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Transports, delivers, and picks up supplies and equipment by driving department vehicles. Performs and supervises the organization and storage of department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Assists superior officer with arranging for the repair of department equipment which cannot be repaired within the department. Performs and supervises the inspection of equipment after repairs to assure that repairs were properly accomplished. Assists superior officer with arranging for repairs and maintenance of assigned facilities, equipment, or operating systems, or assigns such to qualified department personnel. Assists superior officer with reviewing products by meeting with sales representatives and evaluating specifications for products to be purchased.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Completes and files forms and records as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Vehicle Technician II SH

Original Adoption: 11-13-19

Revision Dates:

ASSISTANT SUPERINTENDENT OF VEHICLE MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position which provides for the proper maintenance of police vehicles, equipment and stations. Duties involve supervising highly skilled and technical work in the maintenance and upkeep of vehicles, maintaining records and reports related to repairs and evaluating the work of maintenance division subordinates in the Shreveport Police Department. The employee of this class works with little supervision and has work reviewed by the Superintendent of Vehicle Maintenance. This class reports to and ranks immediately below the Superintendent of Vehicle Maintenance.

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 and participates in making arrangements for the repair and upkeep of assigned police facilities, equipment, and vehicles. Reviews maintenance work to be done and delegates tasks to subordinates for the effective operation of the division. Assigns repairs to qualified department personnel or locates outside services for the repair of vehicles or equipment, in accordance with departmental policies. Reads service manuals, parts books, and any other written material necessary to determine how to perform maintenance tasks. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Operates, road tests or inspects equipment to determine what repairs are needed, or to ensure that repairs were effectively accomplished. Performs required safety inspections on all department vehicles. Determines if police vehicle involved in an accident is safe for continued use.

Supervises and coordinates the activities of subordinates engaged in performing preventative and corrective maintenance on police vehicles and equipment. Outlines responsibilities and duties for subordinate maintenance personnel, including explaining policies, procedures, and rules, so that they will know what they are expected to do and what results are expected from their performance. Assigns work schedules and approves leave to ensure adequate staffing levels. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Trains subordinates in the use of operating manuals and work orders. Provides informal or "on-the-job" training for new employees, and provides assistance to all subordinates in technical areas of work. Routinely inspects the appearance of assigned equipment and subordinate personnel. Monitors the work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Holds meetings with subordinate maintenance personnel in order to receive reports, assign duty areas, exchange information or discuss work performance. Oversees and evaluates the work performance of assigned subordinates. Discusses employee work performance with superiors and writes employee evaluation reports. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish

responsibility for solving the problem. Maintains discipline among employees of the division by conducting corrective interviews and by resolving employee complaints. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Observes and evaluates the operations of the Vehicle Maintenance Division. Takes steps to correct any problems and recommends needed changes in maintenance policy or procedures.

Participates in the accounting of monies and assets of the maintenance division. Authorizes expenditure of funds and participates in the purchase of equipment and supplies for the division, keeping such within the established budget. Maintains inventory of equipment and supplies needed to complete repair tasks. Provides for the preparation, storage and maintenance of accurate repair records on police vehicles and equipment. Personally completes, files and retrieves all maintenance forms and records as needed.

Participates in any training required by the department. Interviews prospective employees and makes recommendations for hiring. Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Assistant Superintendent of Vehicle Maintenance SH Original Adoption: 11-13-19 Revision Dates:
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SUPERINTENDENT OF VEHICLE MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible supervisory position assigned to manage the Vehicle Maintenance Division of the Shreveport Police Department. Duties involve oversight of work in the maintenance and repair of police vehicles, equipment and related property. The employee of this class manages computerized information systems used for inventory control, accounting and maintaining division records and reports. The Superintendent of Vehicle Maintenance reports to and has work reviewed by the Chief Administrative Assistant.

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.

Plans, organizes and directs maintenance operations including fleet management, vehicle and equipment procurement, and scheduling of maintenance, repair and disposal. Oversees the repair and upkeep of assigned police facilities, equipment, and vehicles. Establishes work procedures, service schedules, preventative maintenance, repair and quality control standards for the division. Observes and evaluates maintenance activities, taking steps to correct any problems. Recommends or makes needed changes in policy or procedures related to maintenance. Oversees the delegation of maintenance work and monitors the progress of assigned jobs to ensure the efficient operation of the division. Provides for inspections to assure repairs were completed properly.

Oversees the assignment of responsibilities and duties to subordinate maintenance personnel. Reviews work schedules and leave requests to ensure adequate staffing for the division. Supervises the training of subordinates in the use of work orders and in technical areas of work. Sets long term goals for subordinate supervisors by identifying what must be done and establishing a timetable for completion. Evaluates the work performance of division employees and writes employee evaluation reports. Oversees and participates in maintaining discipline among employees of the division by counseling employees who are experiencing work problems, conducting corrective interviews and by resolving employee complaints. Recommends disciplinary action to the appointing authority, and administers discipline as directed. Participates in the investigation of all accidents involving department automotive equipment. Assists the administration in determining the cause, and in formulating procedures to avoid future accidents.

Manages computerized information systems for inventory control, accounting and record-keeping. Oversees the accounting of monies and assets used to fund maintenance services. Monitors and reports fuel consumption and related expenditures. Gathers information for use in

compiling budgets and prepares expenditure estimates. Works with superior officers to prepare and submit a divisional operating budget. Authorizes expenditure of funds within the limits of the established budget and oversees the purchase of equipment and supplies for the division. Manages subordinates who maintain an inventory of equipment and supplies needed to complete repair tasks. Meets with sales representatives to review new products or equipment related to maintenance. Collaborates with automotive and equipment manufacturers to develop detailed specifications and make recommendations to address any safety or operational concerns. Writes and prepares equipment and vehicle specifications for public bid. Supervises the preparation and storage of records and reports of the division by reviewing records completed by subordinate supervisors and periodically inspecting systems and facilities for maintaining such. Maintains a database of departmental motor vehicle crashes and prepares results for review. Writes reports to document activity related to repairs and maintenance. Personally completes, files and retrieves all maintenance forms and records, as needed.

Participates in any training required by the department. Acts as a consultant for departments in surrounding areas, providing them with technical expertise, assistance and cooperation related to repairs and maintenance.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Superintendent of Vehicle Maintenance SH Original Adoption: 11-13-19 Revision Dates:
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I.T. TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This class comprises a responsible, non-supervisory position in the Technical Support Unit within the Shreveport Police Department. The primary duties include the maintenance of police vehicle mobile data terminal's hardware and software, as well as the tracking of police vehicle and officer communication's equipment. Employees of this class provides technical assistance to police department employees who operate mobile data terminals, vehicle and body-worn video recording systems, and police communications equipment. The employees of this class work under general supervision and have their work reviewed by the supervisor of the Technical Support Unit.

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.

Installs, modifies, maintains, and repairs to police department vehicle mobile data terminals hardware and software systems and provides technical assistance to system users. Loads software such as: operating systems, computer-aided dispatch software, and word processing programs onto police department vehicle mobile terminals.

Provides training and technical assistance in the use of police communications equipment, police department vehicle mobile data terminal equipment, software, and manuals. Responds to inquiries concerning problems with systems and/or operations. Performs remedial actions to correct problems based on knowledge of system operations. Arranges for outside repairs of police department vehicle mobile data terminals and communications equipment, and conducts follow-ups on all repairs to assure the work was properly accomplished. Works with vehicle and officer body-worn video recording systems manufactures/service support providers to resolve any hardware and/or software issues.

Maintains records and inventory on all department vehicle mobile data terminals, vehicle communications equipment, officer communications equipment, and peripherals.

Serves as the primary City of Shreveport information technology (IT) point of contact for all police department vehicle-related dispatch computer programs, and police vehicle and body-worn video recording equipment.

May respond to critical technology emergencies when they occur including after normal business hours.

Recommend policies, goals, and objectives for the Technical Support Unit.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which 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 the Following Certifications:

- CompTIA A+ Certification
- MTA: Windows Operating System Fundamentals Certification
- MTA: Networking Fundamentals Certification
- MTA: Mobility and Device Fundamentals Certification

MUST MEET ONE OF THE FOLLOWING QUALIFICATIONS

EITHER

Must have a bachelor's degree in information technology, or electrical engineering.

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must have a high school diploma or a valid certificate of equivalency issued by a state department of education. Also, must have at least **six (6) years** of professional information technology experience.

IT Technician SH

Original Adoption: 11-10-21

Revision Dates:

COMPUTER-AIDED DISPATCHING TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

Work in this class is highly technical requiring not only extensive knowledge, but a high degree of personal performance in the complete operation of two-way radio and computerized communications systems. He is responsible to the officer in charge of communications.

EXAMPLES OF WORK

(Note: These examples listed below indicate only general types of work performed in this position and are not intended to restrict duties to those listed.)

Assist in the planning and development of operational criteria necessary to the function of a total police communications system.

Help to coordinate activities with other departmental units in order to obtain maximum efficiency from the communications system.

Assist in the training and evaluation of all new communications personnel and provide oral and written reports as requested.

Responsibility for seeing that all computer hardware and peripheral equipment is properly maintained and preventive maintenance programs are complied with. This includes performance diagnostics on all computer components.

Maintain all computer records printout files and tape libraries. Provide security against unauthorized access to such files.

Maintain an inventory of all supplies essential to the function of the communication system. Submit supply requisitions as necessary in order to replenish stock.

Perform in a liaison role with repair facility personnel in order to assure quality control in the maintenance of all communications equipment.

Maintain and update, as necessary, operational procedure manuals, file indexes, emergency vehicle logs, maps and teletype message files.

Provide assistance, where necessary, for operators encountering some of the more difficult aspects of communications work.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES

A thorough working knowledge of police department organization, policies, operating procedures and methods.

A thorough working knowledge of city streets and areas, including geographical layout of operating districts and associated police problems.

Ability to exercise good judgment in making decisions in accordance with established procedures and guiding concepts used within the department and to maintain effective working relationships with personnel.

Ability to utilize to its maximum potential all equipment in the communications system.

An extensive knowledge and understanding of all subsystems within the framework of the communications system.

Considerable knowledge of elementary electronics theory, basic FCC rules and regulations and concepts involved in the installation and operation of two-way radio system.

A basic knowledge and understanding of computer architecture, input-output terminals, data transmission theory and programming applications.

SPECIAL REQUIREMENTS

Must be a qualified elector of the State of Louisiana;

Must be not less than 21 years of age;

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have prior experience in the operation and maintenance of interdata Model 70 computer and Cathode Ray Terminal, or similar type of mini-computer system.

Computer-Aided Dispatching Technician SH
Original Adoption: 09-27-77
Revision Dates: 03-01-84, 01-05-95, 02-15-12

CHIEF ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include assisting in developing, preparing, and monitoring the departmental budget; assisting in short and long-range planning of programs within the department; assisting in budget preparation and the management of department financial matters; and preparing reports and performing public relations duties as assigned by the Deputy Chief of Police. The Chief Administrative Assistant primarily works independently but receives limited direct supervision reporting directly to and having work reviewed by the Deputy Chief of Police who is the immediate supervisor for the employee 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 the class.

Manages assigned administrative functions of the police department to assist and relieve the Deputy Chiefs of Police of a wide variety of administrative and clerical details through performing specialized tasks in budget preparation, record maintenance, and personnel administration. Assists in the research and planning for assigned programs and activities. Ensures that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Reviews existing or proposed legislation, researches the implications of such legislation, and formulates position statements to be used by police department and/or city administration.

Assists in accounting for the money and assets of the police department. Manages bookkeeping of assigned accounts to maintain accurate fiscal records. Gathers information for and assists in the preparation of the departmental operating budget. Prepares expenditure and revenue estimates. Authorizes expenditure of funds, 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 submitted to the proper authority.

Prepares payroll records. Compiles and analyzes data needed, and writes reports required to document activity of the department. Writes requests for grants or other special funds to aid in the operation of the police service.

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new police department equipment for public bids. Meets with sales representatives to review products and make decisions on purchasing. Maintains department inventory of supplies and equipment. Orders supplies and equipment needed by the department and disburses supplies and equipment to police personnel as required.

Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition. Locates repair services, gets estimated on repair costs and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished.

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. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a current classified member of the Shreveport Police Department with eight (8) years of law enforcement experience therein or a minimum of 3 consecutive years of experience with the Shreveport Police Department with a bachelor's or Master's degree in finance, budgeting or accounting.

Chief Administrative Assistant SH

Original Adoption: 06-16-92

Revision Dates: 05-06-93, 01-05-95, 02-15-12, 06-14-17

EXECUTIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details or assigned, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves important and varied detail and clerical work arising out of the Police Chief's office. Primary responsibility is for relieving the Chief of many minor administrative details, including correspondence, and the work may require the taking of dictation only at occasional intervals. The incumbent may advise with other employees on matters relating to their work but supervision is limited to the transmittal of instructions from the Chief.

EXAMPLES OF WORK

(Illustrative only)

Take and transcribe dictation and type from rough draft and other sources, letters memoranda, forms and other material;

Act as clerical assistant to the Chief, compose important correspondence, relieve the Chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the Chief;

Read reports and summarize information to facilitate review by, and to conserve the time of the Chief, prepare comprehensive reports and make special breakdown of information for the Chief;

Examine, check and verify reports for completeness, propriety, adequacy, and accuracy of computations; determine conformity to established requirements and personally follow up discrepancies;

Keep records, make reports, and prepare other written documents, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of modern office practices, procedures, and appliances, and of business English, spelling and arithmetic;

Good judgment in making decisions in the light of established precedents, and resourcefulness in meeting new problems;

Ability to handle routine administrative details independently;

Ability to accurately and effectively take and transcribe dictation;

Ability and willingness to follow written and oral instructions;

Ability and willingness to establish and maintain satisfactory working relationships with other employees and the public.

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

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

Must possess a combination of experience and training which indicates sufficient possession of the knowledge, skills, and abilities listed above to satisfactorily perform the required work;

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Executive Assistant to the Police Chief SH

Original Adoption: 06-18-46

Revision Dates: 09-16-82, 01-05-95, 02-15-12, 08-23-22, 11-08-23