

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF VILLE PLATTE ---- PARISH OF EVANGELINE

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIRE SERVICE 3

 FIREFIGHTER/OPERATOR 3

 FIRE CAPTAIN..... 5

 ASSISTANT FIRE CHIEF 7

 FIRE CHIEF..... 10

 FIRE TRAINING AND SAFETY OFFICER 14

 SECRETARY TO THE FIRE CHIEF 17

POLICE SERVICE 20

 POLICE OFFICER..... 20

 POLICE SERGEANT 22

 POLICE LIEUTENANT 24

 POLICE CAPTAIN 26

 ASSISTANT POLICE CHIEF 29

 JUVENILE OFFICER 31

 JAILER 33

 POLICE DISPATCHER 35

 SECRETARY TO THE POLICE CHIEF 37

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF VILLE PLATTE ---- PARISH OF EVANGELINE

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

ASSISTANT FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER*

SECRETARY TO THE FIRE CHIEF *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *

POLICE SERGEANT **

POLICE LIEUTENANT **

POLICE CAPTAIN **

ASSISTANT POLICE CHIEF **

LINE SUPPORT CLASSES

JUVENILE OFFICER *

JAILER *

POLICE DISPATCHER *

SECRETARY TO THE POLICE CHIEF *

*Competitive class

**Promotional class

VP Index

Original Adoption: 12-15-65

Revision Dates: 09-23-71, 09-24-76, 11-16-76, 03-11-77, 03-09-78, 06-09-78, 09-10-80,
07-18-95, 12-09-96, 02-29-08, 06-16-08, 07-10-13, 10-17-16

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

GENERAL STATEMENT OF DUTIES

The class of Firefighter/Operator comprises entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class are supervised by the fire chief and this class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

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

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

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

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

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

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

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

Serves as a witness to present evidence leading to indictment and conviction of violators of fire prevention laws and ordinances.

Instructs employees, civic groups, and school children in the use of fire prevention equipment, in fire prevention practices, and the proper course of action to be followed in the event of fire.

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 be not less than eighteen years of age.

Must possess a valid driver's license.

Firefighter/Operator VP
Original Adoption: 12-09-96
Revision Dates: 01-13-06, 10-20-06, 01-11-11, 07-10-13, 04-17-14, 03-05-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include supervising a company of firefighting equipment and personnel on an assigned shift, responding to emergency calls, keeping all equipment and apparatus in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of the class of Fire Captain work with a high degree of independence, and report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

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

Supervises fire company operations for one shift. Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus en route to the emergency scene. Directs positioning of apparatus at the fireground.

Performs size-up of emergency scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, and source of water supplies. Maintains communications between the fire scene and other authorized personnel. Directs emergency scene operations and serves as fire safety officer until relieved by superior officer. Supervises and coordinates the activities of a group of firefighters in fire scene operations, including fire attack and extinguishment, search and rescue, forcible entry, ventilation, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials. Administers emergency medical services including CPR.

Investigates the cause, origin, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, reports, and preserves evidence, and maintains the chain of custody. Assists arson investigation personnel.

Supervises subordinate personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns work or duty areas. Oversees and evaluates work performance of subordinates, conducts employee performance evaluations, and resolves employee complaints and grievances. Provides assistance to subordinates in technical areas of work, and provides informal "on-the-job" training.

Provides for the maintenance of and completes department records, forms, and reports, such as records of activity, inventory records, maintenance records, incident reports, and others which may be required.

Conducts required tests of and provides for the repair and maintenance of fire department apparatus and equipment. Inspects station house, buildings, and facilities to insure compliance with departmental maintenance standards. Maintains inventory of supplies and equipment, and makes recommendations for ordering supplies and equipment as required.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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 Firefighter/Operator or Fire Training and Safety Officer for at least two (2) years immediately preceding the closing date for application to the board.

Fire Captain VP
Original Adoption: 12-09-96
Revision Dates: 01-13-06, 07-10-13, 05-21-21

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the primary duty of which is assuming the responsibilities of the Fire Chief in the absence of the Chief. The Assistant Fire Chief is responsible for the fire prevention and investigation program and the department's personnel management functions. The incumbent in the position of Assistant Fire Chief assists the Chief in the supervision of paid and volunteer personnel, oversees the maintenance and repairs of department equipment and property, and supervises the records-keeping functions of the department. The Assistant Fire Chief serves as commander at the scene of a fire or emergency until relieved by the Fire Chief. This class ranks directly below that of Fire Chief, and work is reviewed and special assignments are given by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in managing the activities of the department, including acting as Fire Chief in the Chief's absence. Assists in setting goals and objectives for the department. Conducts inspections and evaluates the effectiveness of operations of the department, taking appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Studies laws, regulations, ordinances, and court rulings which may affect the operation of the fire department.

Monitors and evaluates local conditions which may become fire or safety hazards. Directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in fire prevention codes. Reviews plans and blueprints for new construction. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; secures the fire scene; and collects and labels evidence of possible arson. Assists arson investigation personnel and testifies in court when required.

Conducts public education programs for the department by giving talks and demonstrations and distributing literature. Conducts polls and surveys to make recommendations for setting goals for the public relations program. Coordinates special public relations projects.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Gives reports, offers advice, makes recommendation, and keeps informed on local trends that may affect the fire service by attending meetings as required. Works with boards and agencies whose functions may affect the operation of the fire department.

Supervises the preparation and maintenance of department records and reports. Compiles and analyzes data and writes reports. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply.

Assists in managing the accounting for the money and assets of the fire department. Gathers information for and assists in preparing the departmental operating budget. Authorizes the expenditure of funds, making sure that such are in accordance with the budget.

Directs emergency scene operations including performing size-up, supervising rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and emergency medical services. Functions as part of the fire attack team. Oversees safety procedures at the emergency scene and participates in handling emergencies involving hazardous materials.

Supervises subordinate employees, delegating authority when appropriate. Inspects the appearance of assigned equipment and subordinate personnel. Assigns work or duty areas, and oversees and evaluates the work performance of subordinates. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Recommends disciplinary action.

Develops a training program for the department and provides for department or outside training for employees. Personally conducts formal and on-the-job training.

Supervises the general care and maintenance of fire fighting apparatus and equipment, stations and grounds, and related property. Arranges for repairs and maintenance and sees that such are correctly completed. Writes specifications for new fire department equipment. Orders and distributes supplies and equipment to personnel. Makes recommendations for and purchases 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 examination.

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

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

Must possess a valid driver's license.

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

Assistant Fire Chief VP

Original Adoption: 12-09-96

Revision Dates: 01-13-06, 10-20-06, 07-10-13

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to the fire department operations to determine if changes in department procedures are needed or to develop policy to be used by the fire department. Testifies on proposed legislation before legislative committees. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops and implements a safety program for the department, including a clear statement of policy, assignment of responsibility and accountability for safety, and an on-going training and education program in safety. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes and maintains a system of line and staff inspections to exercise control through the process of observation and review.

Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, 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. Personally, complies any forms or records required of the chief administrative officer. Compiles, organizes, and analyzes data needed and writes reports. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Directs the development of a public education program to meet identified community needs by determining program objectives and structuring the program to satisfy these needs. Directs the production of instructional materials to be used in fire prevention and other public education programs within the community. Writes speeches and structures demonstrations on fire prevention or related topics to be delivered personally or used by assigned department members.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Approves leave. Evaluates the work performance of employees who are experiencing work problems and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Provides for and oversees a communications system for the department.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum

effectiveness of fireground operations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide firefighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

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 and of legal age.

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in

positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must have at least nine (9) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief VP

Original Adoption: 07-18-95

Revision Dates: 01-13-06, 07-10-13, 04-17-14, 03-05-18

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include managing the training and safety programs for the fire department. The employee of this class evaluates the performance of department employees during training and at the emergency scene, maintains records documenting training activities for the department, and ensures compliance with departmental safety policies. The Fire Training and Safety Officer reports to and has work reviewed by the Fire Chief or a superior officer designated by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the training program for the fire department. Assists the Fire Chief in developing a training program, and provides for regular employee training at all levels by assessing training needs, participating in classroom training, conducting drills and evolutions, and assisting with informal "on-the-job" training in the following areas: firefighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, firefighting apparatus, tools, and equipment, as well as first aid, rescue, safety, communications, fire prevention, and any other related subject assigned or required. Responds to fires to make notes for use in training and makes recommendations for improvements in the training program.

Assists the Fire Chief in administrative duties related to the training program, such as preparing lesson plans and training materials, and maintaining a library of training resources. Schedules training for department members and maintains a roster of employees to ensure all necessary training hours are complete. Helps establish goals and objectives for the department and participates in research for related programs and activities. Keeps informed on local trends that may affect the fire service and recommends changes in department operations that will help the city obtain favorable ISO ratings. Collaborates with the Fire Chief on reports, advice, or recommendations to the local governing authority. Holds meetings with fire department personnel to receive reports and disseminate information, and attends any conference, conventions, or educational meetings as required.

Works with the Fire Chief to develop a safety program for the department, demonstrates such equipment and practices, and observes fire personnel in use of prescribed safety equipment and

supplies. Devises methods to evaluate safety program, and recommends improvements based on those evaluations. Researches and identifies conditions that could result in loss or injury and assists with developing policies to reduce or eliminate occupational injuries, illnesses, and losses. Collaborates with the Fire Chief to ensure correct implementation of safety activities throughout the department.

Provides for the maintenance of department records such as personnel records, records of activity, inventory records, or any other records required. Reviews all forms or records related to training or safety completed by members of the department and determines how that information should be stored. Personally completes any forms and records assigned, and files such documents in accordance with departmental policy.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employers of public and private buildings, or any other concerned citizens. Participates in public education programs of other department divisions and conducts tours of department facilities for school or civic groups. Acts as a consultant to volunteer fire departments, providing them with expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Reports to emergency scenes as needed, assists with overseeing firefighting operations, performs size-up, directs CPR operations, and aids with emergencies involving hazardous materials.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to

present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate."

Must possess a valid driver's license.

Must have at least five (5) years full-time experience with a paid fire department or three (3) years' experience in fire service training.

Fire Training and Safety Officer VP

Original Adoption: 10-17-16

Revision Dates: 03-05-18

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The incumbent prepares purchase requisitions and assists in the preparation of the department budget. The employee of this class answers calls, greets visitors to the department and maintains appointments for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently, reporting directly to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Acts as receptionist for any visitors to the Fire Chief's office and directs them to other individuals or offices when necessary. Places and receives telephone calls for the Fire Chief, and handles any routine matters from visitors or callers to the office. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes as assigned by the Fire Chief.

Takes dictation and transcribes from notes.

Completes all forms or records required or assigned. Receives, compiles and organizes data needed for reports. Enters routine information in department records which includes maintaining a roster of department personnel. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Proofreads typed material and corrects errors. Composes business letters. Replies to routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Maintains filing system, files correspondence, forms, records, or reports alphabetically or by subject matter, and revises such system when necessary. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in

accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by the Fire Chief. Develops new procedures for office functions when necessary.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, and calculator or mathematical computer software.

Assists in the preparation of the total departmental budget. Compiles information to be used in developing the departmental budget. Writes grants or other special funds to aid in the operation of the department for review by the Fire Chief.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to departmental procedures. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products. Acquires estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment as directed.

Performs public relations duties such as conducting tours of department facilities and serving as department representative at meetings, conferences, and seminars. Informs the public and answers questions personally or by telephone inquiries about the operation of the department or any related areas of emergency services. Prepares news releases or any other type of official department statement for publication.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a

degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate."

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

Secretary to the Fire Chief VP

Original Adoption: 06-16-08

Revision Dates: 01-11-11, 04-17-14, 03-05-18

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Assists in patrol work;

Makes arrests in accordance with the law;

Marks cars for overtime parking;

Helps keep traffic moving;

Makes traffic accident reports;

Answers questions for and directs public;

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

Helps maintain order in crowds and at public gatherings;

Performs various other duties as required or as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Police Officer VP

Original Adoption: 10-12-94

Revision Dates: 01-13-06, 10-20-06, 01-14-08, 07-10-13, 04-17-14, 03-05-18

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Assists in the supervision of the law enforcement activities of subordinate police officers and employees and related work as required or as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an important law enforcement position involving responsibility for directing and supervising the activities of a group of police officers according to established police procedures and policies outlined by the chief. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods, as directed by the chief. Special assignments are usually carried out under the immediate and special supervision of a superior officer. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

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

Instructs subordinates as to methods and procedures;

Assigns tasks to subordinates and reviews operations;

Visits specific locations in order to obtain evidence;

Assists in directing the activities of patrol forces and headquarters staff;

Investigates suspects, victims, witnesses, and informers to obtain evidence;

Investigates complaints regarding activities of the department;

Directs raids and makes arrests;

Directs or assists in directing police activities at riots, serious crimes, fires, and unusual disorders;

Supervises the booking of prisoners;

Keeps records and makes reports;

Performs other related duties as instructed by superior.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Sergeant VP

Original Adoption: 12-15-65

Revision Dates: 09-24-76, 04-04-77, 08-31-93, 10-12-94, 11-10-97, 01-13-06, 10-20-06,
07-10-13

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is responsible supervisory police work involving the responsibility for directing the activities of a shift of police employees according to established procedures and policies. Work entails responsibility for effecting the prompt and efficient execution of all orders from a superior and for assigning officers to their posts, inspecting and reviewing their work, and instructing them in new and improved police methods. All work is performed under the general supervision of a superior with work reviewed through reports and conferences.

EXAMPLES OF WORK

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

Supervises the activities of a shift of police officers according to established procedures and policies;

Supervises, assigns, and reviews the work of subordinates; inspects equipment such as radios, cars, motorcycles, and firearms to insure that they are serviceable and issued to the proper personnel;

Supervises the booking of persons under arrest;

Receives the public and answers their inquiries and complaints;

Performs related work as assigned or required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by 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 good standing in the class of Police Sergeant for at least two (2) years immediately preceding closing date for application to the board.

Must have at least 6 years of service with the police department.

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.

Police Lieutenant VP	
Original Adoption:	03-11-77
Revision Dates:	04-28-77, 12-13-78, 08-31-93, 10-12-94, 11-10-97, 07-18-05, 10-20-06, 07-10-13

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial position of law enforcement, the primary duties of which include directing lower-ranking officers in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains oversee projects and programs for the department while assisting in the development of procedures; supervise the management of vehicle maintenance, inventory control and other designated functions and participate in public relation duties. The employee of this class assumes command of departmental operations in the absence of a superior officer. Routine duties are handled independently, with special assignments received from the Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

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

Participates in the management of one department function or division. Directs the deployment of available manpower and the supervision of subordinate employees in areas, such as general law enforcement, crime prevention, criminal investigation, patrol, special tactical operations, or other specialized areas. Ensures that required police services are provided to the public while working to minimize expense to the department. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in the development of tactical plans for response to various emergency situations. Exchanges related pertinent information with other individuals or agencies.

Establishes long-term goals for subordinates in order to best accomplish the objectives of the department. Defines responsibilities and duties, including explaining policies, procedures and rules. Sets work schedules and approves leave, ensuring that sufficient personnel are available to meet department staffing requirements. Delegates assignments, and monitors work pace and progress of assigned jobs in order to determine if changes in method or additional training are required. Holds meetings for the purpose of receiving reports, disseminating information or discussing work problems. Reviews reports written by subordinate personnel. Evaluates employee work performance; writes employee evaluation reports and counsels employees who are experiencing work problems. Handles employee complaints and grievances. Participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or correct procedural problems. Provides on-the-job training, as well as provides

assistance in technical areas of work. Supervises employee training at all levels by scheduling department training or providing for outside instruction. Assists with the personnel recruitment and selection program as needed.

Oversees inspections, evaluating the effectiveness of assigned services and taking appropriate action to correct problem areas or make needed changes. Makes recommendations for changes in procedures or policies as needed. Conducts research for the purpose of planning programs and activities to enhance the department, such as in the implementation of a safety program. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Evaluates new laws, regulations, ordinances and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Supervises the general care, inspection, maintenance, and use of all department vehicles, equipment and property. Locates outside services and obtains costs estimates for repair and maintenance of department facilities, property and equipment. Assigns repair and maintenance tasks to qualified personnel in accordance with department procedures. Inspects facilities, property or equipment after repairs and maintenance. Investigates accidents involving department equipment or personnel, determines cause and makes changes designed to avoid future accidents.

Reviews incoming communications, handling matters, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Completes forms and creates records related to all functions of the department, such as records on suspects, equipment maintenance, daily logs and law enforcement personnel. Develops new forms or revises old forms to improve accuracy and efficiency. Gathers, analyzes, and organizes information for reports. Composes letters and memoranda in response to requests or as needed to handle departmental problems. Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such.

Assists in the departmental budget process by gathering budget information. Reviews and approves of purchase requisitions, vouchers for payment or related financial records and confirms that they are submitted to the proper authority. Researches potential grants and completes grant applications in order to obtain funds for specific department programs. Administers grant-funded projects, ensuring that grant provisions are met and the funds are used as specified in the proposal. Reviews products by meeting with sales representatives and evaluating specifications. Prepares specifications on new police department equipment for public bids. Assists in purchasing by ordering and disbursing equipment and supplies.

Oversees police department response to inquiries or complaints from the public about law enforcement operations, promoting a positive public image of the work of the department. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Communicates with the District Attorney's Office to exchange information about investigations in order to facilitate successful disposition of cases. Assists with crime prevention or community relations efforts by determining targeted areas, writing and delivering speeches, and giving demonstrations on crime prevention techniques.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Police Captain VP

Original Adoption: 07-10-13

Revision Dates:

ASSISTANT POLICE CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Assists the police chief in the planning, directing, and supervision of the operations of the police department. Acts as chief of police in the chief's absence; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of ability and responsibility in assisting in directing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The assistant police chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

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

Assists the chief, if so directed, in organizing the work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations; and dividing the personnel into forces or platoons for the effective performance of departmental activities, or as may be required by law;

Assist the chief in directing and supervising generally or specifically, as the needs of the service may require, all activities of the department;

Instructs subordinate officers as to methods, procedures, and policies;

Assigns tasks to subordinates and reviews operations, as directed by the chief;

Investigates complaints;

Directs raids and makes arrests, as necessary or as directed by the chief;

Checks all arrests and dispositions thereof;

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city;

Makes frequent inspection of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters;

Provides and maintains procedures for the preparation, maintenance, and disposition of departmental records and reports of activities;

Receives reports and checks work of subordinates for compliance with law and established procedures, personal knowledge of activities, and efficiency in performance;

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies;

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency, crime, bettering the common good, and protection of society;

Assists in the preparation of departmental budget and operates within it;

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities;

Keeps records, answers correspondence, and prepares reports;

Promotes peace and harmony among the employees of the department.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain for two (2) years immediately preceding the application deadline.

Assistant Police Chief VP

Original Adoption: 12-15-65

Revision Dates: 09-24-76, 11-16-76, 03-11-77, 08-31-93, 10-12-94, 11-10-97, 01-13-06,
10-20-06, 07-10-13, 06-17-15

JUVENILE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is specialized field and office police work involving the investigation and follow-up of all matters concerning juveniles. The incumbent may be assigned regular line police duties but is in specific charge of all juvenile matters.

EXAMPLES OF WORK

(Illustrative only. Examples listed below are not intended to be either inclusive or exclusive.)

Investigates all complaints involving juveniles.

Counsels juveniles and consults with parents on criminal and delinquency problems.

Transports juveniles and attends juvenile court when necessary.

Maintains records concerning juveniles.

Compiles and submits reports on juvenile offenses and on other matters involving juveniles.

Designs programs to prevent juvenile crime and personally implements these programs with assistance from schools, civil groups, etc.

Performs related police work as assigned by superior.

QUALIFICATION REQUIREMENTS

Must have at least three (3) years' experience as a full time paid law enforcement officer immediately preceding the closing date for application to the board.

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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

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

Juvenile Officer VP

Original Adoption: 11-16-76

Revision Dates: 02-08-77, 06-24-77, 08-31-93, 10-12-94, 07-18-05, 04-17-14, 03-05-18

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a specialized police work involving the care of prisoners and maintenance of prison facilities. Work is performed in accordance with the established policies, procedures, and regulations of the police department under supervision of the chief of police.

EXAMPLES OF WORK

(NOTE: Listed examples do not include all duties which may be required in a position of this class.)

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

Makes regular, formal inspection of all security facilities and systematic counts 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; handles prison work details.

Performs related duties as required by the chief of police.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Jailer VP

Original Adoption: 03-09-78

Revision Dates: 06-11-80, 08-31-93, 10-12-94, 01-13-06, 10-20-06, 01-11-11, 04-17-14,
03-05-18

POLICE DISPATCHER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Answers all telephone calls to police headquarters courteously and promptly;

Dispatches police cruisers to emergencies;

Relays complaints, calls, and assignments to police officers in person, by telephone, or radio; keeps radio log and complaint sheet;

Prepares arrest reports turned in by police officers;

May perform other duties such as repairing parking meters;

Performs various related duties and assignments.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Police Dispatcher VP

Original Adoption: 12-15-65

Revision Dates: 07-29-70, 08-31-93, 09-14-94, 10-12-94, 01-13-06, 10-20-06, 01-14-08,
01-11-11, 04-17-14, 03-05-18

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief schedules and confirms meetings for the Police Chief, prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The Secretary to the Police Chief performs routine duties independently, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief and directs them to other individuals or offices when necessary. Answers or places telephone calls on assigned lines. Handles questions, requests and routine matters, or directs callers or visitors to the appropriate individuals following department procedures. Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief. Takes dictation and transcribes from notes.

Receives, reviews, processes, and distributes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to any routine correspondence or requests as needed. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Proofreads typed material and corrects errors. Composes business letters. Completes all forms or records. Checks records and reports for completeness, accuracy and conformity to established procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically or by subject matter. Extracts information or summarizes contents of files for use by department personnel. Keeps records on the location of materials removed from files and to whom materials were released. Traces

missing files. Maintains a library or archive of reference materials for use by department personnel.

Locates and retrieves information or documents from hard copy files and the computer database. Operates a computer terminal in order to enter, copy, or remove information from files. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment. Develops new procedures for office functions when necessary.

Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Compiles information to be used in developing the departmental budget.

Meets with sales representatives to review products and makes recommendations or decisions on purchasing. Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment 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 employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the

applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate."

Secretary to the Police Chief VP

Original Adoption: 02-29-08

Revision Dates: 01-11-11, 04-17-14, 03-05-18