

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF WEST MONROE ---- PARISH OF OUACHITA

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIRE SERVICE 3

 FIREFIGHTER 3

 FIRE EQUIPMENT OPERATOR 5

 FIRE CAPTAIN 7

 ASSISTANT FIRE CHIEF 9

 FIRE CHIEF 11

 FIRE PREVENTION OFFICER 15

 CHIEF OF FIRE PREVENTION 18

 TRAINING OFFICER 22

 CHIEF OF TRAINING AND EMERGENCY MEDICAL SERVICES 25

 SECRETARY TO THE FIRE CHIEF 30

 CHIEF OF ADMINISTRATION 32

POLICE SERVICE 36

 POLICE OFFICER 36

 POLICE SERGEANT 40

 POLICE CAPTAIN 43

 POLICE MAJOR 45

 ASSISTANT POLICE CHIEF 47

 POLICE CHIEF 49

 POLICE COMMUNICATIONS OFFICER 53

 POLICE COMMUNICATIONS SUPERVISOR 55

 SECRETARY TO THE POLICE CHIEF 58

 DEPARTMENTAL RECORDS CLERK 60

 SUPERVISOR OF DEPARTMENTAL RECORDS 62

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF WEST MONROE ---- PARISH OF OUACHITA

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIRE EQUIPMENT OPERATOR **
FIRE CAPTAIN **
ASSISTANT FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER *
CHIEF OF FIRE PREVENTION **

TRAINING OFFICER *
CHIEF OF TRAINING AND EMERGENCY
MEDICAL SERVICES**

SECRETARY TO THE FIRE CHIEF*

CHIEF OF ADMINISTRATION*

*Competitive class

**Promotional class

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE SERGEANT **
POLICE CAPTAIN **
POLICE MAJOR **
ASSISTANT POLICE CHIEF **
POLICE CHIEF*

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *
POLICE COMMUNICATIONS SUPERVISOR **

SECRETARY TO THE POLICE CHIEF *

DEPARTMENTAL RECORDS CLERK *
SUPERVISOR OF DEPARTMENTAL RECORDS **

WM Index

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10-25-82, 11-29-82, 04-19-83, 06-29-83, 12-01-87, 08-14-89, 03-19-90,
11-06-90, 04-02-91, 11-23-93, 01-04-94, 03-29-94, 07-13-94, 08-16-94,
11-16-94, 02-29-00, 10-27-04, 08-02-06, 04-19-11, 05-08-14, 06-01-21
12-01-22, 07-25-23, 08-20-24

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

Cleans, dries, inspects, and properly secures any assigned 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.

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

fire laws, ordinances, and regulations, and related duties.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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.

During working test period, the Firefighter must obtain State certification as Firefighter I, according to NFPA Standard 1001.

Firefighter WM

Original Adoption: 10-25-61

Revision Dates: 12-09-76, 11-03-80, 10-25-82, 01-17-95, 10-14-97, 03-16-99, 05-20-08, 05-08-14, 02-27-18

FIRE EQUIPMENT OPERATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class ranks directly above that of Firefighter in the fire suppression line. Employees of this class may be required to perform fire fighting tasks of lower ranking employees, however, primary duties include driving equipment to the scene of a fire or emergency, operating pumps, and testing and maintaining fire department equipment and vehicles. Employees of this class work under the direct supervision of a fire captain in charge of their assigned shift.

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.

Consult a map for street location and/or plug location; select best available route to fire scene using maps, knowledge of streets and information regarding temporary obstructions, repairs, traffic conditions, etc.

Drive and operate fire apparatus such as pumpers with standard or automatic transmission; operate the tiller of assigned vehicle to and from scene of fire or emergency; operate pumps such as multi-stage centrifugal pump;

Position the fire pumper to supply hose lines from the water tank on the apparatus, to obtain water from a water hydrant, or to draft water from a static source such as a lake; follow correct procedures for connecting onto, opening, and closing a hydrant; lay supply lines; connect/disconnect hose to intake and discharge valves of pumper; follow the correct procedures for using hose appliances and tools; select the proper g.p.m. (gallons per minute); operate pump to build or increase water pressure to supply adequate pressure at the nozzle; operate pumper to supplement the water supply to a sprinkler system or to a standpipe system; monitor all gauges and make any necessary adjustments; follow correct procedures for emergency situations such as burst lines, cavitation, overheating, etc.;

Perform service test on hose to test for rated capacity; check hoses for leaks after a fire by running water under pressure through them for a specified time; replace empty air bottles on breathing apparatus; periodically inspect and test breathing apparatus.

Run engine at scheduled intervals for a specified time, to check its operation; check all visible and audible warning signals; check all batteries and charge if necessary; pressure check all brakes; routinely check fluid levels in fire vehicle, such as oil, gas, water in radiator, etc.; add fluid as required; check each tire for cuts, breaks, and proper inflation; test fire pumps at regular scheduled times (daily, weekly or monthly); check prime, relief valve, change over valve, etc.;

make any necessary minor adjustments or report them if they are major; check water tank on pumper; refill tank or replace water when needed.

Check all equipment on truck to make sure it is in its proper place and in good working order (routinely and after fires); clean all equipment and make any minor repairs;

Keep an accurate record of the operation of the fire vehicle, such as hours in operation, mileage, missing equipment, repairs made, etc.; fill out a checklist for periodic maintenance on truck; list any repairs needed, e.g. headlights, damage to truck or malfunctioning equipment (daily, weekly, and/or monthly).

Perform preservice tests on all new pumpers (includes manufacturer's test, certification tests and acceptance test).

Inspect commercial businesses and recommend corrections for unsafe practices and conditions; collect information for pre-fire planning

Read and study firefighting training materials, procedures, and regulations on an individual basis; participate in training and/or drills on pump operations, ladders, hoses, connections, aerial ladders, etc.; assist in "on the job" training of new firefighters;

Perform routine maintenance and upkeep of fire station;

Perform 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.

Must be a regular and permanent employee in good standing in the class of Firefighter. Before admission to examination, must obtain State certification as Firefighter II, according to NFPA Standard 1001. Certificate must be submitted with application.

Fire Equipment Operator WM

Original Adoption: 10-25-61

Revision Dates: 12-09-76, 10-25-82, 05-20-08, 12-29-09

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class ranks directly below that of Assistant Fire Chief. Employees of this class are responsible for the operation of a fire station on an assigned shift, for the supervision of subordinate employees assigned to the shift, and for direction of fire ground operations unless relieved by a superior officer. The work is normally performed with a high degree of independence and includes supervision, training, and administration, as well as direct participation in operations at the scene of an emergency.

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.

Supervise all employees assigned to a specific station on an assigned tour of duty; relay information from subordinate officers to superiors and from superior officers to subordinates; review records of previous shift activity; issue orders or assign work for the day.

Provide for the repair and upkeep of station and equipment by reporting all repair or replacement needs to superior.

Fill out records and write reports such as fuel reports, supply requests, hose reports, fire incident reports, hydrant reports.

Answer fire alarm calls from the dispatcher; record all information such as location, type of fire, etc.; communicate with radio dispatcher reporting arrival time, requests for additional equipment or personnel, departure time, return to service, etc.; relay radio messages between headquarters and firefighting personnel; record all entries pertaining to responses in a log book, such as type of alarm, time departed, time arrived, time returned to service, equipment removed from the apparatus, etc.

Assume command of fire scene operations and direct all firefighting and rescue operations; using correct procedures attack fires such as dwelling fires, multi-story and high-rise building fires, trash, auto, and grass fires, industrial fires, liquified petroleum gas (LPG) fires, oil spill fires, forest fires, electrical fires, hazardous material fires; select the proper stream, the appropriate hose size, the proper nozzle; determine when additional manpower is needed to handle a particular fire stream; search for injured persons in burning, smoke-filled buildings or other hostile environments; remove injured persons from a fire scene; identify

and take necessary precautions when around hazardous materials.

Check for and extinguish any remaining spot or hidden fires after the main fire is extinguished; after the main fire is extinguished, remove anything smoking or burning from the building to complete extinguishment with the least amount of water damage; look for, report, protect and preserve any evidence of arson; supervise overhaul operations after fire.

Perform the following first aid duties: stop or control bleeding; provide initial treatment of broken bones, fractures and sprains; treat for shock, heat stroke, or exhaustion; provide treatment of wounds or abrasions; provide initial treatment and protection of burns; perform artificial respiration; administer oxygen (resuscitator); administer cardiopulmonary resuscitation (CPR);

Respond to rescue calls that are not related to firefighting duties such as trapped persons (elevators, wells, etc.), rescue of animals, persons locked out of houses or locked into rooms.

Supervise or direct company fire inspections and surveys; inspect commercial businesses and recommend corrections for unsafe practices and conditions; inspect public assemblies (theaters, civic centers, etc.), to ensure that exits are clearly marked and operate properly, and that exits and aisles are kept clear of spectators and obstructions; collect information for pre-fire planning; prepare, draw or sketch plot plans.

Provide informal station or "on-the-job" training.

Perform 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, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Fire Equipment Operator.

Fire Captain WM
Original Adoption: 10-25-61
Revision Dates: 10-25-82, 12-29-09

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is the supervision of all department activities on an assigned shift. The Assistant Fire Chief is responsible for all fire suppression and training activities on the assigned shift, for supervision of personnel, for the production and maintenance of required records and reports of shift activities, and for the maintenance of equipment and supplies for the shift. Employees of this class are also required to assist the Fire Chief in performing administrative and public relations duties, and an incumbent of the class may be assigned to perform all duties of the Fire Chief in the absence of the Chief. Assistant Fire Chiefs work with a high degree of independence in the performance of assigned duties, with work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of Fire Chief in the absence of the Fire Chief. Manages all department operations on an assigned shift. Assists the Fire Chief in setting management policies, goals, and objectives for the department, and assists in organizing department structure. Conducts inspections of department operations. Reviews legislation to advise the department concerning the implications of the legislation and testifies before legislative committees if required.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure changes to avoid future accidents. Assists in the development of a personnel recruitment and selection program for the department. Works with boards and agencies whose operations affect the work of the fire department.

Makes decisions concerning what information should be included in departmental records and determines in what form this information should be kept. Completes forms and records necessary to document the activity of the assigned shift. Reviews reports written by subordinates.

Directs operations at the scene of a fire or emergency until relieved by the Fire Chief, performing duties including size-up,

direction of fire fighting and rescue operations, management of emergency medical assistance provided by department personnel, management of safety procedures, and the handling of emergencies involving hazardous materials.

Supervises all department employees on an assigned shift. Assigns work or duty areas to subordinates, and oversees and evaluates their work performance. Provides on-the-job training for new department employees. Writes employee evaluation reports. Counsels employees who are experiencing work problems, and resolves employee complaints and grievances. Maintains discipline.

Provides for regular employee training by evaluating training needs and providing department training or outside training to meet these needs. Conducts classroom training, drills, and evolutions.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of all fires occurring during the assigned shift. Identifies, collects, labels, and secures any evidence of possible arson. Conducts investigations of cases of possible arson and attempts to locate and make arrests of suspects.

Supervises the care, maintenance, and use of department apparatus and equipment, vehicles, and property. Purchases equipment and supplies, keeping such purchases 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, and passing a civil service examination for the position.

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.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

Assistant Fire Chief WM

Original Adoption: 09-07-65

Revision Dates: 10-25-82, 06-04-91, 01-17-95, 12-29-09

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 management 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 the City Council.

EXAMPLES OF WORK

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

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the fire department and/or city administration. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes recommendations for hiring. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, setting performance standards, and providing training for supervisors who will use the system.

Develops and implements a safety program for the department. 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.

Prepares and develops a departmental operating budget. Authorizes expenditures of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Maintains accurate fiscal records of expenses, disbursements, and related financial transactions of department accounts.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

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. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Develops a public education program to meet identified community needs by determining program objectives, then structuring the program to satisfy these needs.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinate personnel in order to best accomplish the goals of the organization. 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. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, 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. Provides for outside instruction to meet any training needs not available in the departmental training program. Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new fire department equipment for public bids. Inspects equipment or property after repairs to see that repairs were properly accomplished. Provides for and oversees a communications system for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. 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, including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care.

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 fire fighting services to the community in the most efficient manner possible. Directs a fire investigation program 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.

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 ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

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

OR

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

OR

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

Fire Chief WM

Original Adoption: 10-25-61

Revision Dates: 11-16-94, 01-17-95, 12-29-09, 05-08-14, 02-27-18

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the major duties of which include conducting fire inspections, enforcing life safety codes, conducting investigations of fires suspected to be the result of arson, and managing a public fire education program. An employee of this class also writes reports and keeps records required to document activity in the Fire Prevention section. The Fire Prevention Officer works independently in most areas, with work reviewed by and special assignments received from the Chief of Fire Prevention.

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.

Recommends management policies, goals, and objectives of the Fire Prevention section. Conducts research and plans for programs and activities relating to fire prevention. Evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in bureau policies and procedures are needed. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting portable and fixed fire extinguishing systems; inspecting functional aspects of fire detection and alarm systems; checking for electrical hazards; determining that buildings meet fire resistance requirements for their construction type; inspecting heating, ventilating, and air-conditioning systems and cooking equipment; assessing the occupant load of a building and inspecting to see if the means of egress are sufficient for the assigned load; inspecting sites for the storage of hazardous materials; and reviewing building plans to identify potential problems related to fire protection.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Enforces fire prevention codes and ordinances by re-inspecting building where violations of fire codes occurred and, if necessary, by issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining

conclusions reached and recommendations made as a result of findings. Researches and writes formal recommendations for additions to or changes in fire prevention codes and submits such recommendations to the appropriate city or state official or agency.

Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards, such as for burning (including bonfires) and for special decorations which may be considered fire hazards, for moving of hazardous materials, or for fuel storage tanks.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information needed to establish cause and origin of the fire. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects and preserves evidence for analysis and later use in court. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Completes a fire investigation report, including photographs, sketches, and diagrams, and all other information the department deems necessary.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office to facilitate successful disposition of cases. Testifies in court when needed.

Directs a Public Fire Education Program. Identifies the most important local fire problems so that the fire education effort can focus on those specific problems and selects those programs which can be met with the available resources of the department and the community. Determines the specific content and format of fire safety messages, and produces instructional materials to be used in training programs or within the community. Produces audio-visual aids to be used in training programs for fire safety or to be distributed within the community. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Writes and submits public service announcements and news releases on fire safety, to be used by local television and radio stations and by local newspaper and magazines. Conducts tours of department facilities for school or civic groups.

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 accommodation.

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

Must have at least three (3) years of full time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency, or at least three (3) years of experience in some other field which would provide familiarity with fire hazards, fire codes and fire cause determination.

Must be State certified as a Fire Inspector I, according to NFPA Standard 1031.

During working test period, the Fire Prevention Officer shall become State certified as a Fire Investigator I, according to NFPA Standard 1033 and receive certification from the Louisiana State Fire Marshall to conduct fire investigations and fire inspections.

Fire Prevention Officer WM

Original Adoption: 06-29-83

Revision Dates: 08-16-94, 10-14-97, 12-29-09, 06-07-11, 02-27-18

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible supervisory and administrative position, the primary duty of which includes the organization and direction of the Fire Prevention Division of the fire department. The Chief of Fire Prevention supervises Fire Prevention Officers and is responsible for managing all operations of the Fire Prevention Division, including inspections, investigations and public fire education. The employee of this class oversees inspections and investigations conducted by division personnel. The Chief of Fire Prevention has the authority to work with a high level of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operations of the Fire Prevention Division, including inspections, investigations, and public fire education. Conducts research and oversees the planning for programs and activities of the division. Sets goals and objectives for the Fire Prevention Division and recommends management policies relating to fire prevention. Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed.

Supervises subordinates by reviewing work to be done and delegating assignments for the effective operation of the division. Outlines responsibilities and duties, and sets priorities and long term goals for subordinates. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among department employees by conducting corrective interviews and recommending disciplinary action to the Fire Chief.

Prepares for an inspection by reviewing previous inspection reports, building plans and applicable codes. Contacts the owner or occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing the inspection process. Inspects interior and exterior of buildings in order to collect information to be used in determining fire safety and compliance with applicable fire codes. Takes photographs and makes a field sketch of an inspected building, including pertinent information such as floor plans, building dimensions, location of fire hydrants, and permanent objects of importance.

Supervises and conducts inspections of the functional aspects of fire detection and alarm systems. Assesses occupant load of a building and inspects to see if the means of egress are sufficient. Inspects fixed and portable fire extinguishing equipment, including standpipe systems, to ensure proper location and performance levels. Performs inspections of heating, ventilating, and air conditioning to ensure compliance with applicable codes and standards. Conducts inspections of storage sites for flammable and combustible liquids, hazardous materials, equipment and systems for handling, transferring, and transporting of hazardous materials.

Completes a report on each fire inspection outlining conclusions reached and recommendations made as a result of the findings and reviews such reports written by subordinates. Enforces fire prevention codes and ordinances by reinspecting premises in which violations were identified, and, if necessary, by issuing citations, fines, or court summonses or stop work orders. Discusses inspection findings with building owners or managers, and makes recommendations for corrective action.

Supervises and investigates structural and vehicular fires, determining the origin and cause of such fires. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines the interior, exterior and the surrounding area of the fire structure in order to identify the heat source and the combustible materials. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Uses the evidence collected, determines whether the fire was the result of natural causes, carelessness, or arson. Collects information, makes extensive notes, takes photographs, and makes sketches and diagrams of the interior and exterior of the building to provide an accurate record and evaluation of the fire.

Completes a report on each fire investigation outlining the conclusions reached by investigating personnel concerning the cause of the fire. Communicates with the public prosecutor's office and other law enforcement or arson investigation agencies to exchange information about pending cases. Secures and executes arrest warrants. Testifies in court when required. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fire. Identifies the most important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Oversees fire drills for businesses, educational, and assembly occupancies, reviews evacuation plans and instructs personnel responsible for assisting with the drill.

Provides on-the-job training for fire department members in the division, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Makes decisions and establishes policy concerning what information should be included in all records and reports of the Fire Prevention Division. Supervises the preparation and maintenance of records or reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping such. Compiles, organizes, and analyzes data needed, and writes reports for the documentation of division activities. Completes fire investigation reports and any other forms and records assigned. Receives and determines if requests for the release of fire prevention records meets applicable laws and departmental policies. Receives and processes appeals from the public for exemptions from provisions of fire codes.

Evaluates division needs and recommends the purchase of equipment for use in the Fire Prevention Division. Complies with the department's purchasing procedures by developing appropriate specifications for use in the bidding process. Maintains inventory and orders supplies and equipment for the division. Writes requests for grants and administers grant-funded projects, managing funds and assuring that conditions specified in the grant are met.

Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services. Receives and responds to questions and complaints from the public on hazards or possible fire code violations. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Participates in conferences and other educational meetings, and studies current literature to keep informed on modern fire prevention 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 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 Prevention Officer for at least five (5) years immediately preceding closing date for application to the board.

Must be state certified as a Fire Inspector II from the Louisiana State Fire Marshal's office.

Chief of Fire Prevention WM Original Adoption: 04-19-11 Revision Dates:

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in the fire service, the primary duty of which includes conducting drills and training classes for all fire department employees. Employees of this class assist in the development and implementation of a training program by evaluating local fire statistics and the performance of department employees during training and at the emergency scene. Training Officers participate in the preparation of training materials and tests, and maintain records required to document the activity of the Training Division. Employees of this class exercise functional supervision over line personnel when in the training environment. Training Officers report to and have work reviewed by the Chief of Training and 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.

Oversees and coordinates the daily activities of the fire department Training Division. Participates in the development of a training program for the department and assists superiors in scheduling assigned training for all fire department employees. Coordinates the movement of fire companies to and from training activities. Conducts regular employee training at all levels within the department, as directed by the Chief of Training. Personally conducts drills, evolutions and classroom training at the training grounds, or at fire stations, in the following subject areas: firefighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, firefighting apparatus, tools, and equipment, as well as first aid, rescue, pre-fire planning, supervision, public relations, investigation, communications, CPR, emergency medical services, and any other related subject assigned or required. Assists superiors who conduct training in safety and fire service operations. Provides informal or on-the-job training for new employees and assists department members with training required to obtain fire certifications.

Responds to fire alarms or emergency calls and takes charge of all safety procedures at the scene. Assists in monitoring emergency scene operations to ensure compliance with established safety procedures. Observes fire personnel to ensure proper use of prescribed safety equipment. Acts as a coordinator and maintains communications between the fire scene and law enforcement, or other related agencies. Provides for the needs of firefighting and other emergency personnel at an incident. Makes notes and takes photographs at the scene for use in training. Assists superiors in evaluating the effectiveness of training by analyzing the results of training tests and reviewing

the response of fire personnel at the emergency scene to determine if changes are necessary in the training program.

Participates in the development of a safety program for the department. Evaluates industrial, technical and scientific publications concerned with safety management. Develops and recommends accident and loss control systems/programs for incorporation into operational policies to reduce or eliminate injury, illness or financial loss. Demonstrates the proper use of fire equipment and safety practices. Evaluates and makes recommendations for improvements in department training and safety programs. Identifies and appraises conditions which could produce accidents and financial losses. Investigates all accidents involving department personnel or equipment.

Assists in maintaining a library of training resources for the department. Conducts research of technical data including local fire reports, statistics, bulletins and specifications in order to integrate such material into the training program. Develops job simulation exercises to rate skills acquired during training. Assists superior officers in performing administrative training duties such as preparing lesson plans, training materials and written tests. Administers and grades training exams. Performs statistical analyses of training examinations to determine reliability and adverse impact. Arranges agility testing for newly hired employees. Exercises functional supervision within the training environment by maintaining discipline and evaluating employee performance and progress. Participates in meetings with trainees and superior officers to discuss matters related to performance or training.

Prepares accident and injury reports for review by administrative personnel. Tracks employee training and compiles monthly training reports. Ensures the accurate maintenance of training, safety and equipment testing records. Reads graphs, charts, or manuals, in order to compile and organize data needed for reports. Completes all forms as required, and assists in the filing of training division records and reports. Conducts polls and surveys on questions related to the fire service; organizes and analyzes data obtained in order to make recommendations on needed policy changes. Assists superior officers in performing selected accounting and budgetary tasks related to safety and training.

Personally tests or directs the testing of equipment, and records results to ensure compliance with federal, state and local standards. Tests working areas for noise, toxins and other hazards using appropriate equipment. Maintains inventory and purchases/distributes equipment and supplies for the training division. Participates in the development of specifications for new fire department equipment. Meets with sales representatives to review products and makes recommendations on major purchases for the department.

Works with superior officers to conduct research and plan for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Responds to questions from the public about fire department operations while participating in public education programs, talks and demonstrations or while distributing

literature. Supervises tours of department facilities. Participates in conferences, conventions and other educational meetings in order to keep informed on modern firefighting methods, fire training and administrative practices. Answers telephone inquiries about the operation of the fire service. Participates in coordinating public relations projects designed to improve the image of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 of full-time experience with a paid fire department or three (3) years of full-time experience in fire service training.

Training Officer WM

Original Adoption: 10-08-79

Revision Dates: 08-16-94, 05-08-14, 10-24-17, 02-27-18, 07-25-23

CHIEF OF TRAINING AND EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which include the development and management of emergency medical services (EMS) operations and the Training Division of the fire department. The employee of this class provides for the delivery of high quality, cost-effective fire and EMS services by department personnel. The Chief of Training and EMS is responsible for directing a safe and comprehensive employee training program and overseeing all aspects of employee training and certification in the areas of fire services, hazardous materials operations and emergency medical services. The employee of this class assists the Fire Chief with the organization and management of fire department functions such as planning, research, personnel management, employee safety and training, purchasing, maintenance of equipment, information/records management, EMS program development and medical monitoring of department members. The Chief of Training and EMS serves as a liaison between multiple fire department divisions, organizational leaders and outside agencies. The employee of this class has the authority to perform duties 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.

Directs the activities of the fire department's Training and EMS Divisions. Works with assigned personnel to set management policies, goals and objectives related to training and emergency medical services. Oversees and participates in the development of a departmental training program and ensures that such program is properly staffed and supplied with training resources. Provides for the maintenance of an updated library of training materials for use by department employees. Participates in conducting research of technical data, local fire reports, statistics, bulletins and specifications for the purpose of integrating such materials into the training program.

Develops and maintains an employee training schedule; ensures the coordinated movement of fire companies to and from all training activities. Provides for regular employee training at all levels by evaluating training needs and arranging for appropriate departmental or outside training, including classroom training, drills, evolutions and on-the job training. Ensures fire employees receive training in areas including, but not limited to fire suppression, driving fire vehicles, pump operations, fire streams, nozzle/hose handling, ventilation, salvage and overhaul, handling hazardous materials incidents, rescue, emergency medical services, use of personal protective equipment, safety and fire prevention. Coordinates mutual aid training with outside agencies. Oversees and participates in the fire department recruit academy (recruit fire training and EMT course.) Approves and/or schedules certification testing, maintains personnel certification records and tracks the re-certification of fire department personnel. Ensures all ISO training requirements are met or exceeded annually and recorded; ensures training required by human resources is completed annually and recorded. Maintains up-to-date records and reports

to document training of fire department personnel. Communicates status of required training hours for all personnel to the Fire Chief and Assistant Fire Chiefs through Monthly Training Reports.

Oversees and participates in the development of job simulation exercises and training evaluations for all fire classifications to rate skills acquired during training; reviews the results of such evaluations to determine future training needs. Provides for the preparation of lesson plans, training materials and written examinations; oversees the administration and grading of training exams. Ensures statistical analyses are performed on exams in accordance with EEOC Uniform Guidelines, to determine reliability, adverse impact and appropriateness of test material. Receives reports from and conducts post-incident analyses with Training Officers and other on-scene officers. Evaluates the effectiveness of training to determine the need for additional training or changes to the program, by analyzing the results of training examinations and by reviewing the response of fire personnel at the emergency scene. Makes and receives recommendations for improvements to the fire department training program.

Serves as EMS Program Director for the department. Administers, evaluates, observes and assists with EMS education, training and related activities. Researches modern methods of emergency medical work; studies new laws, drug reference literature, precautions, techniques, and paralogical information relating to emergency medical services in order to incorporate such into the operations of the fire department. Reviews and evaluates emergency medical services and contributions made by the different service elements, in order to determine appropriateness of procedures, and to recommend changes in standard operating procedures. Supervises fire suppression personnel operating emergency medical vehicles or providing emergency medical care. Determines which patients are to be identified as priority patients at the emergency scene. Observes and documents the effects of medication administered to individuals; monitors any specific signs or circumstances under which it is not appropriate to administer a drug to patients. Conducts audits and case reviews of significant EMS calls. Ensures fire department personnel are offered sufficient educational opportunities to maintain skill level and meet national/state standards; works closely with fire department personnel to increase the level of EMS certifications throughout the department. Acts as a liaison and communicates/coordinates with the EMS Medical Director, organizational leaders, partnering agencies, industry representatives, ambulance services and other fire departments regarding matters related to emergency medical services. Serves as the program manager for the state-approved Continuing Medical Education Program. Attends internal and external meetings as the formal representative of the fire department to provide insight, advice, and direction on EMS related topics. Ensures the West Monroe Fire Department EMS Educational Agency maintains good standing with the National Registry of Emergency Medical Technicians (NREMT) and the Louisiana Bureau of Emergency Medical Services (LABEMS.)

Oversees and participates in the development and periodic evaluation of a safety program for the department and ensures the program is properly staffed and supplied with resources. Evaluates industrial, technical and scientific publications concerned with safety management. Assists superiors by conducting or directing research studies to identify hazards and evaluate the loss producing potential of a given operation. Compiles, analyzes and interprets statistical data related to exposure factors concerning occupational illnesses and accidents. Provides for the inspection of safety and first-aid supplies in specified areas of the department; provides for the inspection of fire apparatus to ensure the presence and condition of accident prevention devices.

Monitors department personnel to ensure the proper use of prescribed safety equipment. Provides for the coordination of safety activities among division supervisors and fire companies to ensure implementation of safety procedures throughout the department. Evaluates the potential extent of injuries resulting from accidents. Assists with investigations of all accidents involving department equipment or personnel to determine the cause and recommend procedures to avoid future accidents. Coordinates with accounting regarding the first report of an injury to the worker's compensation insurance provider. Verifies insurance coverage with hospitals and ensures all required paperwork is completed for work-related accidents. Follows up on injury reports by checking with doctor's offices and coordinating the payment of prescriptions.

Serves as the Medical Officer for the fire department. Maintains confidential personnel medical files. Ensures all employees are offered vaccinations to protect from anticipated preventable diseases. Provides guidance to the Fire Chief during special health related events. Coordinates medical testing as needed for all personnel. Maintains up to date policies and procedures for all anticipated medical issues, including personal protective equipment and exposure protocols. Manages post-exposure procedures to ensure proper testing and medical care is provided to personnel following an exposure. Provides support for personnel involved in an exposure by responding to the event, ensuring all documentation is completed and recorded, maintaining communication with hospital and assisting in the coordination and scheduling of required medical care for the exposed employee.

Participates in the development and administration of the department's personnel recruitment and selection program. Assists with the review of employment applications, interviews prospective employees and makes recommendations for hiring. Oversees arrangements for and scheduling of physical agility and drug testing of department employees. Manages the employee assistance program (EAP) for the department. Observes, inspects and evaluates departmental activities related to training and EMS. Inspects the appearance of division personnel and equipment for compliance with departmental standards; takes appropriate action to correct or improve problem areas. Supervises employees of the fire department Training Division; assigns work schedules and approves leave. Discusses and evaluates work performance of direct subordinates; writes employee evaluation reports. Delegates authority as allowed for the more effective operation of the department. Holds meetings with department personnel in order to receive reports, provide information or discuss matters related to training or EMS services. Exercises functional supervision over department employees while in the training environment. Maintains discipline among employees of the department by counseling employees who are experiencing work problems, resolving employee complaints or conducting corrective interviews.

Determines content and format of training and EMS records. Oversees the preparation and maintenance of such records; reviews records/reports completed by subordinates and periodically inspects training/EMS record-keeping systems and facilities. Oversees auditing and quality assurance of medical reports completed by fire department personnel to ensure adherence to established protocols. Formulates and revises operational, budgetary and protocol documents. Compiles relevant information and writes narrative reports to document division activities. Provides a variety of reports to the Fire Chief and Medical Director, as needed. Responds to written or verbal inquiries related to employee training and emergency medical services; writes letters as required to address divisional needs.

Manages the process of accounting for the money and assets of the department's Training and EMS Divisions. Oversees the preparation of revenue and expenditure estimates; gathers, compiles and organizes information needed for divisional budgets. Develops and administers the annual operating budget for training and EMS activities. Works within the designated budget to develop, purchase and maintain all training and EMS supplies/equipment. Oversees the expenditure of divisional funds and authorizes the ordering and distribution of supplies/equipment related to training and EMS. Participates in grant writing processes to secure funds for the fire service and EMS operations. Writes specifications for new fire department equipment, meets with sales representatives to review products, and makes recommendations on major purchases for the department.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Functions within the West Monroe Fire Department Command System during large scale emergency incidents and special events, as needed. May act as Incident Safety Officer at the scene of an emergency in the absence of a Training Officer. Observes emergency scene operations including fire suppression, containing hazardous materials, providing rescue and emergency medical services or any related duties to ensure compliance with established safety procedures. Oversees rehabilitation and provides for any other needs of emergency response personnel at the scene of an incident.

Participates in the research and planning for programs and activities of the department. Studies new laws, regulations, ordinances and court rulings relating to fire operations to determine if changes in policies and procedures are needed. Assists Chief Officers with the PIAL rating process and recommends changes in department operations to improve ISO ratings. Oversees the analyses of data collected from polls and surveys; recommends policy changes based on the data received. Attends meetings as required to give reports, offer advice and make recommendations; keeps informed on current administrative practices, modern firefighting methods and local trends or conditions that may affect the fire and EMS services. Participates in conferences, conventions and other educational meetings. Works with boards, agencies and labor unions whose rules and operations affect the work of the fire department and the careers of fire employees.

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 valid driver's license.

Must have served as a regular and permanent employee in the class of Training Officer in the West Monroe Fire Department for at least three (3) years immediately preceding the closing date for applications.

Must have at least three (3) years of full-time Emergency Medical Services experience with a paid fire department.

Must possess the following certifications prior to the closing date for applications: Fire Service Instructor II, Fire Officer I, Fire Safety Officer and Emergency Medical Technician-Basic or higher.

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.

Chief of Training and Emergency Medical Services WM

Original Adoption: 07-25-23

Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as receptionist for the Chief's office, keeps records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief who directs and reviews work of this class.

EXAMPLES OF WORK

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

Places telephone calls for the Fire Chief. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events. Schedules appointments for the Chief as directed. Acts as receptionist for any visitor's 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 questions and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Takes dictation and transcribes from longhand notes. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief. Takes minutes or notes at meetings.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically.

Operates a word processor or a computer terminal in order to enter or retrieve information from files. Operates a copying or duplicating machine. Operates a calculator or adding machine.

Receives department 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. Processes or files records and reports following departmental procedures. Enters routine information in department records. Compiles and organizes data needed and writes reports required to document department activity.

Keeps accounting records of department money and assets; posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Compiles information to be used in developing the departmental operating budget. Makes calculations necessary to compute payroll, and prepares payroll records. Prepares purchase requisitions according to department procedures. Makes out checks in payment of department bills. Issues payments from petty cash.

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, and passing a civil service examination for the position.

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.

Must present a certificate verifying the ability to type fifty (50) words per minute.

Secretary to the Fire Chief WM
Original Adoption: 04-02-91
Revision Dates: 01-17-95, 03-16-99, 05-08-14, 02-27-18

CHIEF OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position in the fire service. The Chief of Administration is responsible for planning and managing the operational and logistical needs of the department. The employee of this class assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, administration, planning, research, financial management, PIAL compliance and information/records management. The employee of this class develops specifications and purchases equipment and supplies for the department. The Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in overseeing all fire department operations. Evaluates the effectiveness of fire department operations following inspections and takes appropriate action to correct or improve problem areas. Works with the Chief of Fire Prevention and the Chief of Training to identify and prepare for future developments in the fire service and to set goals, objectives, and management policies for the department. Participates in the research and planning for programs and activities of the department; conducts research on new trends in the fire service. Supervises department employees by assigning work schedules, discussing work performance, and resolving complaints and grievances. Maintains discipline among department employees by counseling or recommending disciplinary action.

Ensures all Property Insurance Association of Louisiana requirements are met in order to obtain a favorable ISO rating for the department. Purchases and maintains communications equipment; ensures all communication processes and equipment meet the applicable standards. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Coordinates with outside departments and agencies to ensure requirements in all fields of the PIAL rating system are met. Provides for the accurate documentation of all fire department operations in accordance with PIAL requirements. Reviews all structure fire run reports and response times; tracks department response times to ensure compliance with NFPA Standard No. 1710. Consults and cooperates with outside agencies to maintain the city water model. Works with the West Monroe Water Department to ensure adequate water distribution is available and hydrants are properly maintained. Coordinates with line personnel to ensure required hydrant testing is completed annually. Manages departmental activities to comply with the PIAL Rating System for apparatus and equipment maintenance, including annual pump

testing, aerial testing, self-contained breathing apparatus testing, breathing air testing and fire hose testing. Provides a monthly report to the Fire Chief demonstrating compliance with the PIAL rating system

Oversees the fire department's incident safety program. Ensures compliance with NFPA and other established safety procedures during emergency and non-emergency operations. Serves as incident safety officer in the absence of Training Division personnel. May function as a general staff officer for logistics or other position as needed at major emergency or non-emergency incidents. Receives reports from and conducts post-incident analysis with Training Division personnel and/or other on-scene officers. May be required to personally provide training in the classroom, at drills and evolutions, or provide "on-the-job" training for new employees. Conducts and oversees training in fire fighting, fire service operations, safety or any other subject matter, as required. Assists the Training Division, as needed, to ensure personnel are adequately trained on fire reporting requirements as well as new equipment, when applicable. Recommends additional training as needed to correct problem areas.

Participates in the process of preparing the departmental operating budget; researches new ways of optimizing the budget for the most efficient use of available funds. Researches grant opportunities and participates in the grant writing process to secure additional funds for fire department operations. Develops and recommends departmental budget cost estimates; manages capital project and operating budget expenditures.

Plans and organizes departmental operations related to equipment and apparatus. Works with fire personnel to identify operational needs for the department. Researches and makes recommendations to the Fire Chief on future firefighting apparatus and equipment needs. Works within the departmental budget to purchase and maintain equipment and supplies needed to ensure a safe and productive work environment. Manages the specification, procurement, and maintenance of all fire department assets to include fire department facilities, firefighting apparatus, equipment, personal protective equipment, department vehicles, and technology assets. Documents the acquisition of and maintains records on all fire department assets. Develops departmental operating guidelines for specifying and maintaining fire department assets. Leads employee work-teams that develop facility, vehicle, and firefighting equipment specifications.

Procures equipment by writing specifications and bids, receiving quotes from multiple sources, writing purchase order requests, and obtaining approvals to purchase fire equipment and related supplies. Makes operational purchases for the department, including personal protective equipment, self-contained breathing apparatus equipment, gas monitoring equipment, extrication equipment, water supply equipment, safety equipment, and other tools as identified. Tracks and maintains an inventory of department equipment, station supplies and medical supplies for emergency medical vehicles; distributes such to department personnel as needed. Tracks and maintains records of all fire department purchases.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor

driven vehicles, stations and grounds, and other related property. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel to ensure safety and proper working order. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Functions as a liaison between the fire department, the Information Technology Department, Fleet Management and Facilities Management groups within the city; coordinates the 24-hour maintenance needs of the department with city staff and external vendors.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Provides for the preparation and maintenance of all department records such as personnel records, records of activity, inventory/purchasing records, PIAL compliance records, records related to equipment/assets or any others which may be required. Periodically inspects systems and facilities used for departmental record-keeping. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken by the Fire Prevention Division. Compiles and organizes data needed for reports; personally completes any records or reports that may be required of a chief officer of the department.

Coordinates with city officials and the Department of Homeland Security to ensure departmental preparedness during all natural and manmade disasters. Monitors local trends or conditions that may affect the fire service. Keeps informed on modern firefighting and administrative practices. Schedules and conducts meetings with fire department personnel to receive reports, provide information or discuss the quality of fire services provided by the department. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Participates in conferences, conventions, and other educational meetings. Attends various committee meetings representing the city and/or the Fire Chief in order to give reports, offer advice and make recommendations.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Must possess certification as an Emergency Medical Technician – Basic and Fire Officer I.

§2481.6. Chief of administration of fire department; competitive appointment

A. The position shall be filled on a competitive basis from a list of eligibles as provided for under R.S. 33:2491, and the right of selection, appointment, supervision, and discharge for such position shall be vested in the fire chief, subject to approval of the appointing authority. In addition, the governing authority shall establish the duties and responsibilities of the chief of administration of fire department in the ordinance creating the position. Such duties and responsibilities may include direct supervision over all non-fire suppression personnel in the classified and unclassified service.

B.(1) The chief of administration of fire department shall have not less than ten years of full-time fire service experience.

B.(3) Eligibility for admission to the competitive test for chief of administration of fire department shall be limited to members of the same department as the fire chief at the time of appointment.

Chief of Administration WM
Original Adoption: 05-08-14
Revision Dates: 02-27-18, 07-25-23

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

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

EXAMPLES OF WORK

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

Responds to alarms, crimes in progress or complaints from the public, utilizing police radio equipment, in accordance with departmental procedures. Patrols an assigned, targeted area, to observe signs of illegal entry, to discourage criminal activity and to report potentially hazardous situations. Participates in community policing efforts by visiting with residents and businesses in an assigned area to develop a rapport with them. Conducts surveillance of persons, places and vehicles in order to detect illegal activity, establish probable cause and apprehend suspects. Stops, questions, checks and records identification of individuals who appear to be acting suspiciously or who seem to be out of place. Evaluates physical and verbal actions of suspect to determine if threat exists. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Physically disarms and takes down resisting suspect. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights; handcuffs suspect and conducts appropriate search.

Detects traffic violations and prevents accidents by patrolling streets and highways in an assigned area. Makes traffic stops and performs any other traffic control duties such as pursuing fleeing vehicles, operating radar, inspecting visible contents of stopped vehicles, verifying use of seatbelts and proof of insurance, conducting vehicle searches, administering field sobriety tests, and issuing citations for traffic and parking violations. Directs traffic; provides for the safe flow of traffic around vehicle accidents or emergency incidents, and protects the scene from disturbance. Investigates traffic accidents or hit and run incidents by identifying and documenting any evidence found, photographing the accident scene and interviewing witnesses, passengers

and drivers. Determines if hazmat or extrication services are needed and participates in the removal of injured persons from wrecked vehicles. Communicates information to each driver involved in an accident regarding required forms. Calls for assistance and provides stabilizing emergency medical care until medical personnel arrive. Summons wrecker to clear accident scene and ensures that debris is removed from the roadway. Investigates deaths which occurred as the result of vehicle accidents. Observes and reports downed power lines, missing street signs, abandoned/stalled vehicles or any other road hazards, as needed.

Responds to and participates in criminal investigations related to assault, battery, burglary, theft, robbery, stolen vehicles, homicide, missing persons, domestic violence, controlled substances or crimes of a sexual nature. Searches for missing or overdue persons by evaluating facts and following leads. Secures and protects a crime scene by establishing a perimeter, preventing entry by unauthorized persons and making a log of those on the scene. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene and compares to those already on file. Interviews crime victims, witnesses, and suspects in order to evaluate responses, and to obtain facts about a crime. Identifies and locates suspect. Secures and executes arrest or search warrants. Apprehends perpetrators of crimes using accepted law enforcement practices. Books arrested persons, conducts criminal history check and advises suspect of rights and the charges against them. Physically restrains and transports detainees from one location to another, using appropriate safety and security measures. Provides information to crime victims and accompanies victims of violent crime to a hospital for medical attention. Personally notifies and assists next of kin in cases where a death has occurred. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as necessary.

Participates in juvenile operations by gathering information related to youthful offenders. Maintains surveillance and patrol presence in areas where problems involving juveniles are likely to develop. Patrols area for juvenile curfew violations and underage drinking; responds to school fights and locates juvenile truants during school hours. Takes juveniles into custody who have committed a crime, and uses established procedures for interviewing and processing juveniles. Investigates crimes against juveniles, or cases involving runaways using appropriate procedures to ensure the protection of the child. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused, in order to provide for their safety. Communicates with parents and others involved in juvenile cases to explain the law and to provide guidance and support.

Controls unlawful or disorderly assemblies and large crowds at athletic games, parades or other large events. Provides escort and protection for V.I.P.'s on state visits or bank personnel transporting large sums of money. Practices and trains for various emergency situations as a member of the SWAT team. Qualifies for certifications and maintains proficiency in the use of firearms, defensive tactics or other special weapons or equipment. Inspects and maintains equipment such as vehicles, weapons and radar to ensure they are in good operating condition. Attends in-service training to stay updated on new procedures and laws.

Gathers and compiles information for reports by reviewing and analyzing data. Personally completes standardized forms and narrative reports in accordance with department procedures. Processes, enters and retrieves data from the department's computer system. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Provides a means of comfort to victims, mentally disturbed persons, and children, in time of need. Responds to questions and complaints from the public, exercising courtesy and tact. Provides for effective police-community relations by communicating and maintaining an attitude of cooperation and professionalism with all segments of the population through day-to-day contacts with the public.

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.

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

Must possess a valid driver's license.

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

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.

Police Officer WM

Original Adoption: 10-25-61

Revision Dates: 12-09-76, 08-10-81, 06-07-88, 08-16-94, 01-17-95, 05-08-14, 02-27-18
11-19-19

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

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

Oversees an assigned function or division of the department, which may include patrol, traffic control, accident investigation, special operations, criminal investigation, internal affairs, school resource services, public information, recruiting or other specialized division. Recommends changes in operational procedures or policies to a superior officer. Participates in making deployment decisions which most effectively provide the required services while minimizing expense. Reviews crime statistics for specified periods in order to identify areas in need of community relations or increased crime prevention efforts. Monitors any local conditions which may create the need for departmental response.

Supervises subordinate police department employees by setting work schedules, approving leave, reviewing work to be done, outlining responsibilities and duties, and setting task priorities. Provides subordinates with the supplies, tools and resources necessary to complete their jobs. Monitors work pace and progress of assigned jobs to determine if assistance or additional time is required. Holds meetings with subordinate employees to inspect appearance, receive reports and disseminate information. Provides on-the-job training for new department members, including providing assistance in technical areas of work. Reviews work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Assists in maintaining discipline among subordinates by enforcing departmental rules and regulations, and recommending disciplinary action to the appointing authority through the chain of command.

Provides for good housekeeping to control accident hazards; investigates accidents involving department equipment or personnel and makes recommendations to avoid future accidents.

Supervises subordinates as they work various types of service calls, in order to observe operations and provide assistance, if needed. Oversees and conducts patrol and traffic control activities to deter or detect violations of law. Operates radar in designated areas, making traffic stops, conducting field sobriety tests and issuing citations. Supervises and participates in the response to and the investigation of traffic accidents. Provides stabilizing treatment to accident victims until emergency medical personnel arrive. Preserves evidence at the scene of an accident and provides for the removal of injured persons from vehicles. Participates in crowd control at large or disorderly events. Patrols targeted areas of high crime incidence. Searches buildings, conducts surveillance, stops and questions suspicious individuals, and frisks suspects, as necessary. Physically disarms and arrests suspects, with or without an arrest warrant and advises of Miranda rights.

Oversees and participates in criminal investigations conducted by the police department. Reviews initial crime report in order to become familiar with the scene and evaluate the type and seriousness of a crime. Secures and executes arrest or search warrants. Protects the crime scene by establishing a perimeter to preserve evidence. Searches for, collects and labels evidence. Interviews informants and witnesses in order to obtain facts about a crime, develop a description and locate suspect. Communicates with the District Attorney's office, victims of crime and other police department personnel regarding the progress of criminal cases. Prepares for and testifies in court as required.

Participates in juvenile operations as conducted by the police department. Investigates crimes against juveniles. Ensures all established procedures for interviewing, arresting or detaining juveniles are followed in order to protect the rights of the child. Explains the law and procedures to juvenile offenders and their parents.

Oversees and takes part in the preparation and maintenance of departmental records and reports. Reviews records and reports completed by subordinates; makes notes of errors and either approves or rejects reporting. Reviews incoming communications, handling matters or making assignments to staff. Gathers and compiles information needed for reports by reviewing and analyzing data. Prepares time sheets, forms, records and reports as required to document the activity of an assigned division. Uses the department's computer information system and NCIC to enter, update, and retrieve data relating to criminal activity for use in solving crimes. Maintains suspect files in order to facilitate the investigative process.

Oversees and participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment such as vehicles, weapons and radar to ensure proper operating condition. Maintains inventory records of supplies and equipment for the department.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Serves as police department representative at meetings in order to provide advice or official reports. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Participates in coordinating the work of the department with related federal, state and local agencies.

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

Police Sergeant WM
Original Adoption: 10-25-61
Revision Dates: 12-09-76, 08-10-81, 08-16-94, 01-17-95, 11-19-19

POLICE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Performance of all phases of law enforcement work, including patrol, investigative, and traffic control duties. Performance of all work of the subordinate classes, but with less supervision and in a more specialized and detailed manner. Supervise, assist, and instruct subordinate employees in the performance of their duties. Assist in the direction and supervision of the investigative and patrol sections and other law enforcement activities of the department in accordance with departmental policy. Personally conduct investigation of more complex incidents and perform other work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves supervisory responsibility in the investigation and detection of crime and supervisory responsibility in traffic enforcement. Although work is performed under general instructions received from a superior officer, there is wide leeway for independent action. In accordance with departmental policy, employees of this class, during their tour of duty, act in the capacity of the police chief in the absence of the police chief or other superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Assist the supervising officer on the assigned shift;

Transmit orders to subordinate employees and instruct and assist them in the performance of their duties;

Make arrests in accordance with law and departmental policy;

Patrol city in patrol car, in company with other members of the department, and make investigations of crimes, traffic offenses, and suspicious conditions;

Secure information and evidence for the arrest of persons alleged to have committed a crime;

Conduct interviews of suspects, victims, witnesses, and informants to obtain any evidence;

Handle details of bonds for persons arrested;

Promote harmony and good morale within the department;

Instruct subordinates of the policies, rules, and procedures of the department;

Review reports of subordinates for accuracy, completeness, etc.;

Conduct classes of instruction as assigned;

Investigate reports of missing persons and property;

Make complete and clear reports of all investigations conducted and actions taken;

Instruct subordinates in the law and proper police methods;

Perform all duties required by law and departmental policy.

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

Must be a regular and permanent employee in good standing in the class of Police Sergeant;

Must be not less than twenty-five (25) 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;

Must meet all other requirements specified in paragraph 23 of the Municipal Fire and Police Civil Service Law.

Police Captain WM

Original Adoption: 10-25-61

Revision Dates: 08-10-81, 08-16-94, 01-17-95

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is the management of a group of police department divisions or services. The incumbents of this class are responsible for planning and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate staff members who are responsible for divisions within the assigned area. Police Majors also perform public relations duties and records management duties, in addition to providing for department training. Duties of this class are performed with little supervision, with work reviewed by the Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

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

Supervises the operation of an area of police department services, including one or more department divisions. Recommends management policies, goals, and procedures for an assigned division. Supervises departmental operations having to do with personnel. Researches and plans programs and activities of the department. Inspects various divisions and observes department operations. Reviews crime statistics to identify areas in need of special enforcement efforts. Provides for the deployment of officers in a manner that optimizes cost effectiveness. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken.

Oversees subordinate police department personnel, delegates assignments and assigns work and duty areas. Outlines responsibilities and duties to set expectations for performance. Sets task priorities and long-term goals for work to be completed. Reviews reports written by subordinates. Provides assistance in technical areas of work. Discusses work performance of subordinates with superiors.

Supervises personnel recruitment and selection programs. Assists superior officers with determining performance standards for department personnel, establishing procedures and a system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Interviews prospective employees. Oversees the scheduling of pre-employment testing and evaluations such as polygraphs.

Participates in and supervises the preparation and maintenance of the records and reports of the department and determines in what form this information should be kept and retained. Writes

reports requiring the ability to effectively communicate information in written form. Develops new forms or revises old ones to improve accuracy and efficiency of documentation.

Promotes a positive public image of the work of the department in the daily performance of duties. Prepares correspondence in answer to requests to address problems or needs of the department through letters or emails. Answers inquiries or handles complaints from the public. Determines target areas for crime prevention efforts using an analysis of local crime problems.

Evaluates the training needs of the department. Provides informal or "on-the-job" training for employees. Maintains proficiency in the use of firearms and other weapons. Operates police radio.

Makes recommendations for major purchases.

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 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 at least one (1) year immediately preceding the closing date for application to the board.

Police Major WM

Original Adoption: 03-29-94

Revision Dates: 05-20-97, 12-29-09, 08-20-24

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses the second highest rank in 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 Assistant Police Chief performs the duties of the Police Chief in the chief's absence. The employee in this class assists with the planning and development of departmental operations; participates in the personnel management function; and oversees budgeting and accounting for the department. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the 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.

Performs the duties of the Police Chief in the absence of the Chief. Assists with managing the operation of the department, including all employees, operations, and services. Sets management policies, goals, and procedures for the entire department. Determines how the department should be organized. Assists with the research and planning for programs and activities of the department. Helps with inspections of various divisions of the department and observes department operations. Assists with the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Assists in reviewing crime statistics to identify areas in need of special enforcement efforts. Assists with the establishment of performance standards for department personnel, developing procedures and a system by which personnel performance may be evaluated, and provides training for supervisors who will use the system.

Manages subordinate employees by outlining responsibilities and duties to set expectations for performance. Assists the Police Chief with setting long-term goals for work to be completed. Leads meetings for the purpose of receiving reports and disseminating information. Oversees work to be done and delegates assignments. Discusses work performance with subordinates and superiors. Provides tools and resources necessary for job performance. Helps resolve employee complaints and grievances. Assists the chief with maintaining discipline by counseling employees, conducting corrective interviews and with notifying and administering of disciplinary action.

Manages the purchasing, ordering, and inspection of equipment and supplies. Meets with sales representatives to review products and evaluate specifications. Directs the testing of equipment;

assures that equipment meets all applicable federal, state, and local standards. Manages the general care and maintenance of facilities, equipment, or operating systems, including motor driven vehicles, stations and grounds, and communications equipment.

Oversees the accounting for the money and assets of the entire department. Assists the Police Chief with reviewing accounting records for mistakes and completeness. Helps with verifying and reconciling account balances and maintaining accurate fiscal records. Assists with the preparation of an operating budget for the entire department or a division.

Promotes a positive public image of the work of the department in the daily performance of duties. Prepares correspondence. Assists the Police Chief by answering inquiries or handling complaints from the public. Serves as official department representative at meetings of governmental or civic groups when a superior officer is not available. Oversees that all forms, records, and reports are completed using correct grammar. Assists the Police Chief with the gathering and compiling of information needed for reports.

Operates police radio. Directs the policies governing and the facilities used for the safe storage and appropriate disposal of evidence.

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 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 Major for at least two (2) years immediately preceding the closing date for application to the board.

Assistant Police Chief WM

Original Adoption: 08-20-24

Revision Dates:

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor directly and the City Council collectively who review and oversee the work of this class.

EXAMPLES OF WORK

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

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expense. Locates grants available for law enforcement projects and administers grant-funded projects.

Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department procedures are needed. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity, and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring decisions. Maintains promotional eligibility lists and recommends promotions. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints.

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. Develops a risk management program to control losses to the acceptable level. Monitors the results of the risk management program by investigating all accidents and 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 inspections to exercise control through the process of observation and review by supervisory personnel who have direct responsibility for a particular function or activity. 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.

Supervises the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Authorizes the expenditure of funds making sure that expenditures are in accordance with the budget. Supervises field management of cash used by investigative staff, in order to control possession or expenditure of funds. Prepares a departmental operating budget.

Oversees and utilizes a system of information management. Establishes policy for and supervises the production of records and reports. Compiles, analyzes, and organizes data and uses this information to write reports needed to document the operation of the department. Writes letters to answer written or oral requests addressed to the police department. Directs the writing of requests for grants or other special funds to aid in the operation of the police department.

Promotes a positive image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Releases and supervises the releasing of information 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.

Determines target areas for crime prevention and directs the development of a community relations program to meet identified community needs. Monitors the writing of speeches, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises department employees, outlining responsibilities and duties, reviewing work and delegating assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Supervises the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training,

assistance, or additional time are required. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken.

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. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program.

Oversees the general care, maintenance, and use of departmental equipment, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new police department equipment for public bids.

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

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

OR

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

degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must have at least twenty (20) years of progressively responsible experience in law enforcement positions, at least five (5) years of which must have been in positions which include administration 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 WM

Original Adoption: 10-25-61

Revision Dates: 08-10-81, 11-16-94, 02-25-97, 07-23-03, 09-03-03, 05-08-14, 02-27-18

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement or other fire agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, assistance of fire emergencies, etc.

Answers all police and fire department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

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

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment. Operate all fire alarm dispatching equipment in the central dispatch.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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 Communication Officer WM

Original Adoption: 06-29-83

Revision Dates: 01-17-95, 02-20-95, 03-16-99, 05-08-14, 02-27-18

POLICE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the communications division of the police department, the primary duties of which involve supervision of Police Communications Officers. The employee of this class monitors the work of subordinate employees and provides training as necessary. The Police Communications Supervisor provides for the general care, maintenance and use of departmental communications equipment, and supervises the preparation and maintenance of division records and reports. The employee of this class receives general instructions and performs independently in most areas. The Police Communications Supervisor reports to and has work reviewed by the Police Major assigned to the Support Services Division.

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 Police Communications Officers in the performance of dispatching duties. Delegates authority to subordinates for the more effective operation of the division. Assigns work schedules and duty areas seeing that all shifts are properly manned. Evaluates work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and discusses work performance. Resolves employee complaints and grievances. Provides technical assistance to subordinates. Prepares training materials and provides training in departmental dispatch procedures and the operation and use of communications equipment. Inspects the appearance of equipment and personnel and approves leave.

Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Keeps records and writes reports concerning division operations. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Provides for and insures that accurate division records are maintained. Retrieves information from records for any persons authorized to request such information. Writes letters in answer to written or oral requests addressed to the communications division or as needed to handle problems or to address other needs of the communications division. Compiles and analyzes data needed for reports. Personally completes forms and records required.

Assist in answering emergency and non-emergency telephones for the police department, taking appropriate action as designated by department policy. Determines unit to be dispatched and

dispatches unit following departmental procedures. Operates control board for individual pocket pager system to call designated officers when necessary. Keeps track of the location and status of emergency units at all times using the computer-aided dispatching (CAD) display. Takes requests from units and provides for requested assistance following departmental procedures. Watches or listens to monitors registering burglar alarms and follows established procedures when such alarms are received. Operates office paging or intercom system to relay messages and information to department personnel.

Receives complaints over the telephone or from other sources, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals.

Supervises the general care, maintenance, and use of departmental communications equipment. Provides for the repair of any malfunctioning communications equipment according to department procedures.

Operates teletype and computer keyboard and uses designed teletype and computer codes to send or receive messages concerning driver's licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies. Notifies special units of agencies designated by departmental procedures in special or emergency situations.

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 test.

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

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

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

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

Must have served as a regular and permanent employee in the class of Police Communications Officer for at least four (4) years.

Police Communications Supervisor WM

Original Adoption: 08-02-06

Revision Dates: 05-08-14, 02-27-18, 12-01-22

SECRETARY 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 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 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. 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;

Must supervise and instruct other clerical workers in procedures of good office practices, telephone etiquette, and departmental procedure on instructions with the authority of 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.

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

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

Must possess a combination of experience and training sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class;

Must successfully pass civil service examination testing ability for this position;

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.

Secretary to the Police Chief WM

Original Adoption: 02-21-78

Revision Dates: 08-16-94, 01-17-95, 05-08-14, 02-27-18

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is basic clerical work in the preparation and filing of records and reports for the department and related work. Employees of this class take and transcribe dictation, compile, organize, and file records and reports, and perform minor administrative functions. Employees of this class also make criminal arrests and assist in criminal investigations such as in search warrants, the searching of female prisoners, decoy, surveillance, interviews, and interrogations. Work is carried out according to established departmental policy and is performed under the direct supervision of the supervisor of records.

EXAMPLES OF WORK

(NOTE: The examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Obtains and verifies the individual daily officers' reports; compiles daily reports and prepares monthly and annual individual officers' reports, including record of activities and hours worked.

Compiles daily reports on complaints, arrests, and accidents; maintains files of such.

Transcribes letters and statements either from shorthand or recording machine.

Types warrants.

Classifies fingerprint cards and maintains index file on all subjects fingerprinted.

Makes criminal arrests.

Assists in the processing of individuals arrested, as required.

Assists police officers in criminal investigations, such as in search warrants, the searching of female prisoners, used as a decoy, surveillance, interviews, and interrogations.

Operates police radio and shift desk, as required.

Prepares purchase requisitions on all purchases for the department and forwards them to the mayor's office as required by city policy.

Acts as clerical assistant to the police chief and assistant police chief, when necessary.

Performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

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 provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law.

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.

Departmental Records Clerk WM

Original Adoption: 12-12-67

Revision Dates: 04-18-77, 09-14-81, 08-16-94, 01-17-95, 05-08-14, 02-27-18

SUPERVISOR OF DEPARTMENTAL RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are supervising Departmental Record Clerks in the receiving and processing of departmental records and reports of activities. The incumbent is responsible for training new employees and directly supervises and evaluates the work performance of all Departmental Record Clerks. The incumbent of this class performs routine duties independently, and reports to and has work reviewed by a Police Major who is in charge of the department's administrative functions.

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 the activities of the records section of the police department with respect to equipment and personnel. Develops and makes recommendations for new functions when needed. Purchases or recommends the purchase of equipment and supplies.

Directs and supervises the work of subordinates assigned to the Records Section. Inspects the appearance of equipment and personnel and assigns work. Evaluates work performance of subordinates and discusses evaluation with them. Writes employee evaluation reports. Provides technical assistance when needed to employees. Counsels employees who are experiencing work problems. Provides informal or on-the-job training for new employees.

Supervises the processing of departmental records and reports and checks them for completeness, accuracy, and conformity to established procedures. Inspects systems and facilities for maintaining records and reports and sees that these are adequate. Enters routine information in department records. Fills out all forms or records assigned. Reads graphs, charts, manuals, records, reports or related department documents and compiles and organizes data needed for writing reports.

Supervises the typing of letters, forms, memos, statements, formal reports, or any other documents assigned by the supervisor. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests by following departmental procedures or from oral or written directions from supervisor.

Retrieves information or documents from files. Operates a computer terminal in order to enter or retrieve information from files.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions and handles any routine requests by visitors to the police department. Supervises the opening of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office.

Accounts for the money and assets of the Records Section. Issues payments from petty cash.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of promotion, but before beginning work in this class, must pass a 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 be a regular and permanent employee in the class of Records Clerk with at least five (5) years in that class immediately preceding the closing date for application to the board.

Supervisor of Departmental Records WM

Original Adoption: 11-16-94

Revision Dates: 12-29-09
