

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF YOUNGSVILLE ---- PARISH OF LAFAYETTE**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF YOUNGSVILLE ---- PARISH OF LAFAYETTE

#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*

POLICE SERGEANT \*\*

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POLICE CAPTAIN \*\*

DEPUTY CHIEF OF POLICE\*

##### LINE SUPPORT CLASSES

SECRETARY TO THE POLICE CHIEF \*

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EVIDENCE TECHNICIAN \*

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Original Adoption: 04-29-14

Revision Dates: 07-14-15, 12-20-22

# POLICE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

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

Patrols an assigned area to discourage criminal activity, to discover crimes in progress and to report potentially hazardous conditions. Checks doors and windows of businesses to ensure security and to detect signs of damage or illegal entry. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Maintains covert surveillance of suspects or areas in order to detect illegal activity, establish probable cause or apprehend suspect. Frisks suspect by patting down outer surfaces of suspect's clothing to locate weapons. 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. Books arrested persons and performs basic frisk and search to confiscate and record personal property during initial booking procedures. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated.

Patrols streets and highways in an assigned area in order to detect traffic violations, prevent accidents and assist motorists or pedestrians. Makes traffic stops and performs any other traffic control duties such as directing traffic, operating radar, and inspecting traffic control devices. Issues citations for traffic and parking violations, pursues vehicle operators committing traffic violations, conducts vehicle searches, and administers field sobriety tests. Protects accident scene from disturbance, identifies evidence, and photographs the accident scene. Interviews all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical assistance when necessary. Clears accident scene by contacting wrecker service and ensuring debris is removed from the roadway.

Responds to crimes in progress; communicates with headquarters and other police personnel using a police radio in order to send and receive information. Evaluates type and seriousness of a crime to determine if a detective is needed at the scene. Performs criminal investigations of cases involving assault and battery, burglary, theft, robbery, narcotics violations, forgery, missing persons and homicide. Accompanies victims of violent crime to a hospital for medical attention. Protects crime scene by establishing a perimeter and limiting access so evidence will not be disturbed. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Reconstructs the incident using available evidence and clues. Determines possible motive for crime by reviewing and analyzing available information. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Secures and executes arrest or search warrants. Briefs other department personnel about the crime, victims, witnesses and possible suspects. 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, including taking juveniles into custody who have committed a crime or delinquent act. Uses appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child. Communicates with the parents or legal guardian to explain the law and penalties for alleged offenses and to offer guidance and support. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child.

Escorts bank or business personnel carrying large sums of money in order to provide security. Controls large crowds at athletic events, parades or other events. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects. Practices to maintain proficiency in the use of firearms and self-defense techniques. Inspects and maintains equipment such as vehicles, weapons and radar to ensure that they are in good operating condition.

Completes standard forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime reports following departmental procedure. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process to ensure that reports will be accurate, complete, and clear. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day

contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

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

Police Officer YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel on one shift for an assigned division of law enforcement function or activity. Police Sergeants assume command of departmental operations in the absence of a superior officer, and assist in the supervision and management of specialized divisions, units, sections or platoons of the police department. Incumbents assist with training police personnel, and maintaining the records and equipment of an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

## **EXAMPLES OF WORK**

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

Supervises the operation of one police department function or division. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Assumes command of departmental operations in the absence of a superior officer.

Inspects the appearance of subordinate personnel to ensure that they 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. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Handles employee complaints and grievances by becoming aware of working conditions which may cause problems and complaints, providing an outlet for expressing complaints, and providing a procedure for the resolution of complaints. Maintains discipline among employees by conducting corrective interviews, recommending disciplinary action to the supervising officer, or notifying the employee of disciplinary action taken.

Patrols assigned area in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety. Stops and questions individuals who appear to be acting suspiciously, or who seem to be out of place, in order to check identification or determine reason for suspicious behavior. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions, in order to dispense the gang or deter criminal activity. Patrols streets and highways in assigned area, with particular emphasis on high-traffic and high-accident locations, in order to detect and issue citations for traffic violations and to prevent accidents.

Protects crime scene by establishing a perimeter and limiting access to authorized persons. Evaluates the type and seriousness of a crime and, using departmental policy, determines if a detective is needed at the crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies them when property has been recovered or when suspect has been apprehended. Briefs other department personnel about the crime, the victim(s), and the possible suspects and witnesses. Identifies, protects, and documents any evidence found at the accident scene, in order to prevent the evidence from being destroyed and to provide a permanent record for later use.

Participates in the general care, maintenance, 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 that they are in good condition.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Reviews reports by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Gathers and compiles information for reports by reviewing and analyzing data such as notes or facts discovered in the investigatory process, in order to ensure that reports will be accurate, complete, and clear. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report, which requires analyzing and logically organizing factual data and applying the basic principles of composition and grammar. Maintains suspect file by recoding and filing all personal information about a suspect including photographs, aliases, records of prior offenses, and any known acquaintances of the suspect, in order to facilitate the investigative process.

Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules, so that they will know what they are expected to do and what results are expected from their performance. Provides on-the-job training for department members, including providing assistance in technical areas of work. Provides for employee growth and career development by giving constructive feedback on work performance, helping develop career goals and outlining ways to meet these goals. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Police Sergeant YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants participate in the personnel management function of the department, including conducting internal affairs investigations and background checks on applicants. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Police Captain. This class 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 the operation of one police department function or division. Supervises an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Assumes command of departmental operations in the absence of a superior officer. Ensures that personnel are deployed in an efficient manner that provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews incoming communications, handling matters, making assignments to staff, or writing comments and notes as necessary to route work to the appropriate person or location. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects. Oversees the dispatching of officers via radio by selecting and contacting available units and by transmitting the location and nature of the problem.

Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Handles employee complaints and counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the superior officer, or notifying the employee of disciplinary action taken.

Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Acts as

a department representative to the news media, releasing information and answering questions concerning the work of the department.

Sets work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Reviews work to be done and delegates assignments for the effective operation of the department. Sets long term goals by identifying what must be done and establishing a timetable for completion.

Participates in the general care, maintenance, 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 they are in good operating condition. Locates and obtains cost estimates for repair and maintenance of department facilities, property, or equipment.

Patrols assigned area in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety. Operates police radio in accordance with department procedures. Uses computer information systems to enter/update/retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must have a valid Louisiana driver's license.

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

Police Lieutenant YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in the police department, the primary duty of which is managing one or more police department services or divisions. Police Captains supervise subordinate law enforcement employees and participate in the preparation and maintenance of departmental records and reports required to document department activity. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with little supervision and work is reviewed by the Deputy Chief of Police. This class ranks directly below Deputy Chief of Police.

## **EXAMPLES OF WORK**

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

Manages the patrol function of the police department and participates in developing procedures to accomplish the goals of the division. Assumes command of departmental operations in the absence of a superior officer. Deploys available man-power in a manner that most effectively provides required services while minimizing expenses. Conducts inspections of assigned services and recommends improvements in operational procedures. Studies relevant literature and participates in conferences, conventions and other educational meetings to keep informed on modern law enforcement methods. Evaluates new laws, regulations, ordinances, and court rulings relating to police department operations. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Monitors any local conditions which may create situations the department could be called upon to handle.

Participates in the department's personnel recruitment and selection program; interviews prospective employees and makes recommendations for hiring. Supervises assigned subordinates by setting work schedules and reviewing requests for leave, ensuring that sufficient personnel are available to meet staffing requirements. Outlines policies, procedures, rules and responsibilities for employees so they will know what is expected of them. Reviews work to be done and delegates assignments to subordinates for the most effective operation of the department. Sets task priorities and long-term objectives for employees by explaining job assignments and establishing a timetable for completion. Monitors work pace and progress of assigned jobs to determine if assistance, additional time or further training are required. Provides direct subordinates with on-the-job training and assistance in technical areas of work. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental standards. Holds meetings with department employees in order to inspect appearance, provide information, receive reports or discuss work problems. Resolves employee complaints and counsels employees who are experiencing work problems.

Mentors and motivates direct subordinates; provides for employee growth by giving constructive feedback on work performance and helping the employee to develop career goals. Maintains discipline by conducting corrective interviews and recommending disciplinary action, as needed.

Supervises patrol division employees and oversees the patrol of assigned areas, streets, and highways. Operates police radio. Positions police unit at the accident or crime scene to provide for safety, protect the scene from disturbance, divert traffic away from the scene, and provide for the removal of victims from the scene. Examines injured or ill persons in order to provide emergency medical care. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Engages in armed encounters, disarms suspects and physically intervenes in fight situations in order to restore peace and order. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Handcuffs suspect, and conducts appropriate search for weapons or contraband. Controls crowds at large public events or unlawful/disorderly assemblies; evaluates the crowd to determine the force necessary to contain the incident. Oversees and participates in disaster control activities by establishing evacuation routes and performing emergency rescue. Responds to bomb threats; evacuates the premises and searches for suspicious objects. Searches for suspects or missing persons by searching buildings or searching geographic areas following a prescribed and thorough search pattern.

Oversees and participates in the preparation and maintenance of departmental records and reports; periodically inspects record-keeping systems and facilities. Reviews and approves reports completed by the patrol division. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage/maintenance, crimes and suspects. Supervises and participates in the maintenance of suspect files by recording and filing all personal information about a suspect such as photographs, aliases, acquaintances and records of prior offenses in order to facilitate the investigative process. Gathers and compiles information for reports by reviewing and analyzing data such as notes or facts discovered in the investigatory process, in order to ensure that reports will be accurate, complete, and clear. Uses computer information systems to enter, update and retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes. Identifies local crime problems and determines target areas for crime prevention or community relations efforts by reviewing and analyzing crime statistics, department records or the results of polls and surveys. Reviews crime reports, collected evidence and proposed leads to become familiar with all aspects of a case. Testifies in court, as required, to facilitate the proper disposition of cases.

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 not less than 21 years of 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 and maintain a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant with at least two (2) years in that class immediately preceding the closing date for application to the board.

Police Captain YV
Original Adoption: 04-29-14
Revision Dates: 12-20-22

# DEPUTY CHIEF OF POLICE

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary responsibility of which is assisting the Police Chief in managing all law enforcement and support activities of the department. An employee of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Deputy Chief of Police oversees the administrative, patrol and criminal investigation functions of the department. As one of the chief officers of the department, employees of this class perform assigned duties with a high degree of independence, reporting directly to the Police Chief, who reviews the work of this class. This class ranks directly below that of Police Chief.

## **EXAMPLES OF WORK**

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

Manages the operations of the administrative, patrol and criminal investigation divisions of the police department. Performs the duties of the Police Chief in his absence. Manages subordinates who determine how the department should be organized with respect to the number and distribution of operating units. Assists the Police Chief in determining how to deploy officers in a manner that optimizes cost effectiveness and ensures equalization of the work load. Participates in the research and planning for programs and activities of the department. Oversees and coordinates departmental operations related to equipment and personnel. Receives and analyzes policy changes recommended by subordinates, based on results from information gathering devices such as polls or surveys. Keeps informed on local conditions which may affect the police department's ability to respond. Studies new laws, regulations and court rulings pertaining to police department operations to determine if changes in department policy or procedure are required.

Manages the development of the department's personnel recruitment and selection program. Reviews applications for employment and verifies the information provided. Interviews prospective employees and makes recommendations for hiring. Ensures that all department personnel policies conform to federal EEOC standards. Oversees arrangements for psychological testing of newly hired employees. Investigates complaints from citizens and responds to concerns about department policy and performance. Supervises all matters associated with employee separation. Oversees and participates in communications with department attorney on legal matters related to personnel.

Manages the delegation of authority to subordinates for the most effective operation of the department. Oversees subordinate supervisors who generate work schedules for their assigned employees; reviews and approves or rejects requests for leave or vacation. Holds meetings with

direct subordinates for the purpose of receiving reports or providing information. Develops work assignments and coordinates activities. Monitors work pace and progress of assigned jobs in order to determine if changes in method, assistance, or additional time are required. Coaches and mentors staff on problem solving strategies. Reviews the work of assigned personnel for proper and applicable law enforcement techniques. Observes field performance and provides feedback. Evaluates the work of direct subordinates, discusses their performance with them and writes employee evaluation reports. Maintains discipline among employees of the department by conducting corrective interviews and administering disciplinary action as directed.

Manages the development and administration of a training program for the department, ensuring that such program is properly staffed and supplied with training resources. Oversees subordinates who evaluate training needs and provide for employee training at all levels within the department. Serves as an instructor for formal training provided by the department. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes and receives recommendations for improvements to the training program. Oversees the maintenance of a library of training materials for use by department personnel. Supervises department staff to enhance workplace safety. Provides for safe work practices and conducts regular safety inspections. Participates in conferences, conventions and other educational meetings to keep informed on modern law enforcement methods and administrative practices.

Manages subordinates who supervise the record-keeping and reporting functions of the department. Oversees the preparation and maintenance of payroll records and departmental reports. Reads correspondence received by the police department and decides what type of action should be taken in reply. Writes letters in response to requests received by the department, or as needed to address the needs of the police service. Manages the exchange of information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property, through the NCIC computer network. Receives and reviews narrative or other types of reports written by subordinates on matters concerning the operation of an assigned division.

Oversees subordinates who authorize the expenditure of funds, sign purchase requisitions, and order/disburse supplies and equipment for the department. Manages subordinates who supervise the general care and maintenance of department equipment, vehicles, stations, grounds, communications equipment and related property. Reviews research conducted by subordinates regarding the best methods of handling specific police department repair tasks, and sees that such jobs are either contracted for or assigned to qualified department personnel. Inspects equipment or property after repairs to ensure repairs were properly accomplished. Meets with sales representatives to review products and make decisions on purchasing. Makes recommendations on major purchases for the department. Oversees the testing of police equipment to ensure compliance with all applicable federal, state, and local standards.

Manages subordinates who supervise the patrol of assigned areas, oversee criminal investigations and direct juvenile operations. Oversees and participates in the initial investigation of complaints. Takes statements from complainant and interviews victims, witnesses, informants, suspects and medical personnel at the scene; records pertinent information. Manages the entire process of locating, collecting, labeling, analyzing and storing evidence, ensuring that all legal procedures have been followed and the chain of custody is not compromised. Oversees and participates in securing crime scenes to ensure that all evidence remains intact. Manages direct subordinates who supervise investigative activities such as: searching for and collecting evidence, protecting

the chain of custody, collecting fingerprints, taking photographs, making casts of tire tracks or footprints left at the crime scene, analyzing handwriting samples, and conducting lab or verification tests on evidence collected. Periodically checks all items seized as evidence or stored as property of the police department.

Supervises and conducts investigations involving narcotics, controlled or dangerous substances, thefts, robberies, burglaries, homicides and forgeries. Manages subordinate employees who investigate traffic accidents, cases of suspected arson, alleged sex offenses, and cases of suspected child abuse. Assists and advises investigative personnel by reviewing their cases to ensure that all laws and established procedures are followed. Supervises stake-outs at sites of suspected criminal activity and oversees or participates in the apprehension of suspects. Conducts searches of suspects upon probable cause, without a warrant, using proper search techniques. Formulates questions for use in polygraph examinations and operates polygraph equipment. Manages direct subordinates who supervise law enforcement activities such as: securing and executing arrest or search warrants, conducting undercover operations and raids, stopping vehicles, issuing citations, directing traffic, apprehending and interrogating suspects; responding to hostage situations, active shooter incidents and bomb threats; controlling large or disorderly crowds, responding to natural disasters or other catastrophic events, and booking arrested persons in order to place them in a secured detention facility. Manages direct subordinates who supervise School Resource Officers and other police employees involved in juvenile operations.

Serves as official police department representative and provides reports, advice or recommendations when attending meetings of government committees, civic organizations or other meetings required by the local governing authority. Oversees and coordinates public service projects, such as community relations programs, to enhance the image of the police department. Informs the public about police department work by giving speeches, conducting demonstrations, answering questions or distributing literature to schools, civic groups, business owners or any other concerned citizens. Works with other public service agencies on projects of mutual concern and coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

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

Eligibility for admission to the competitive test for deputy chief of police shall be limited to members of the same department as the chief of police at the time of appointment.

Deputy Chief of Police YV Original Adoption: 12-20-22 Revision Dates:
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# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

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

## **EXAMPLES OF WORK**

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

Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Gathers information to be used in budgets by compiling information and computing salaries, hours, overtime and related data. Keeps accounts showing money and assets of all police department operations. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are in accordance with departmental policy. Posts items into journals, ledgers, or other accounting records and balances as required.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and such. Maintain all department records filed and delivered to the District Attorney. Checks department records and reports for completeness, accuracy, and conformity to established procedures. Monitors the storing, use and reprinting of agency forms. Completes all records and reports required or assigned. Proofreads typed materials and corrects errors. Checks accounting records for mistakes and completeness. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Sets up and maintains a filing system. Periodically inspects filing systems and facilities. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Maintains logs, records, or files of personnel matters, including time, leave and attendance, salary, performance evaluation, and disciplinary information. Compiles schedules of staff members to avoid conflicts. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Prepares and issues enrollment cards and other documents required in the administration of the employee benefit program. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Gets estimates on repair costs and determines which repair service should be used. Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Disburses supplies and equipment to police personnel as required. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition.

Schedules appointments for the Police Chief, including keeping records of schedules and notifying the Police Chief of scheduled events. Acts as receptionist to visitors to the department. Directs visitors to appropriate individuals or offices. Answers telephone inquiries about operation of the police department or any related areas of law enforcement operations. Opens, sorts and distributes mail. Places calls and handles routine questions and requests following department procedures.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Secretary to the Police Chief YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. This is a responsible clerical position, apart from the police line classes. Employees of this class perform routine duties independently, with general supervision from the Secretary to the Police Chief who is the immediate supervisor 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.

Receives department records and reports and processes or files them according to department procedures. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, or by subject matter. Conducts data input of daily activities of the police department. Extracts information or summarizes contents of files for use by department personnel. Locates and retrieves information or documents from hard copy or computer files. Traces missing files.

Acts as receptionist to visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices in the department. 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 or complaints by visitors to the office. Reads incoming materials and sorts according to subject matter. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Places telephone calls for the department.

Accounts for the money and assets of an assigned division of the department. Collects fines and bond money and issues receipts. Compiles spreadsheets for balancing fines and court costs. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Operates a computer terminal in order to enter or remove information from files. Operates copying machine or duplicating machine to make copies of department documents when required. Operates a calculator, or computer software application to assist in making mathematical computations.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Police Records Clerk YV

Original Adoption: 04-29-14

Revision Dates:

# EVIDENCE TECHNICIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the accurate collection and record keeping of all evidence. The Evidence Technician is responsible for maintaining the integrity of all evidence and records, as well as assisting superior officers with other administrative duties. The employee of this class reports to and performs their duties under the general supervision of a superior officer as designated by the Police Chief.

## **EXAMPLES OF WORK**

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

Receives, sorts, and secures all property delivered to the evidence room and verifies evidence reports against property. Oversees the preparation, identification and maintenance of assigned evidence and is accountable for the security of the evidence room. Maintains an accurate inventory of all property transfers and releases, matches stolen and lost property with inventory, and corresponds with officers and the public regarding the disposition of property. Prepares unreturnable items for disposal in a manner prescribed by department policies. Transports evidence to forensic labs or other agencies for investigation and analysis. Aids in the development and presentation of departmental training related to evidence.

Assists superior officer with the accounting of monies and assets of the evidence division. Oversees the maintenance of evidence records and reports by reviewing records and periodically inspecting maintenance systems. Prepares and maintains detailed records, personally filing all documents required and prepares any documentation for court presentation. Maintains detailed filing systems and records on all booked property, including photographs. Writes and maintains records of evidence, both manually and computerized, including custody documents and property receipts. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Assists detectives in an administrative capacity when required.

Maintains inventory and orders supplies and equipment for the department. Inspects equipment and supplies and distributes those supplies as required. Prepares purchase requisitions for an assigned division and gets estimates on repair costs for equipment. Assists superior officer in locating repair services and arranges for repairs and maintenance of all equipment.

Opens, sorts, and distributes incoming mail, handles telephone calls, and monitors appointments and meetings for the evidence division. Acts as receptionist for the department, screening visitors and directing them to appropriate personnel. Effectively communicates through writing

and promotes a positive image of the work of the department.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States 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 will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Evidence Technician YV Original Adoption: 07-14-15 Revision Dates:
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