

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF ZACHARY ---- PARISH OF EAST BATON ROUGE**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF ZACHARY ---- PARISH OF EAST BATON ROUGE

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FIRE CHIEF \*

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#### LINE CLASSES

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#### LINE SUPPORT CLASSES

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EVIDENCE OFFICER \*

\*Competitive class

\*\*Promotional class

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01-11-05, 04-24-14, 05-31-19, 11-06-20, 04-09-21, 07-07-23

# FIRE SERVICE

## FIREFIGHTER/OPERATOR

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

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

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 the 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.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must have a valid driver's license.

After offer of employment, but before work in this class must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

Before completion of probationary period must obtain a firefighters' certification.

Firefighter/Operator ZA

Original Adoption: 05-17-82

Revision Dates: 05-23-83, 10-03-94, 06-24-97, 09-03-99, 06-25-02, 09-30-02, 12-16-03,  
10-14-22

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class ranks directly below that of Deputy Fire Chief and may be called upon to perform the duties of Deputy Fire Chief in the absence of the Deputy Fire Chief. Assigned duties include supervising all subordinate fire fighting personnel and volunteer firefighters, commanding fire scene operations until the arrival of a higher ranking officer, directing the daily operations of his/her shift coordination of daily training, completion of all necessary record keeping and related duties assigned by the Chief or Deputy Fire Chief.

## **EXAMPLES OF WORK**

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

Supervises subordinate firefighters and volunteer firefighters by reviewing work performance and correcting errors or offering suggestions; reviews records of previous shift activity; issues orders or assigns work for the day; makes certain that all firefighting and rescue post are manned; investigates employees complaints and takes action or refers the matter to the Deputy Fire Chief.

Completes records and writes reports such as fuel reports, supply requests, hose reports, fire incident reports, hydrant reports, etc.

Assumes command of emergency scene operations and directs all fire fighting and rescue operations until relieved by a chief officer; relays messages between fire communications and fire/rescue personnel; supervises overall operations after a fire and performs other command function at emergency scenes as the situation dictates.

Directs or personally performs fire company inspections and surveys; inspects homes for fire hazards such as faulty wiring overloading circuits, etc.; inspects commercial businesses, public assemblies and reports unsafe practices to the Deputy Fire Chief.

Coordinates daily training for both career and volunteer Fire/Rescue personnel.

Collects information for pre-fire planning, visits businesses, schools, etc., in order to become familiar with the lay out of the buildings, location of gas/electric meters, location of closest hydrant, types of connections, dead-end streets, fire hazards, types of chemicals, standpipes, etc., prepares, draws, or sketches plot plans; identifies and takes necessary precautions when around hazardous materials.

Attends special training courses and schools.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire & 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 medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

Must have a valid Louisiana driver's license.

Must be a permanent and regular employee in good standing in the class of Firefighter/Operator with the City of Zachary Fire Department for not less than three (3) years of service in that class. One (1) year of required service can be exchanged for an Associate Degree in the Fire Service, Fire Administration or a Bachelor's Degree in an unrelated curriculum.

Fire Instructor I and Fire Officer I must be obtained before being eligible to take the Fire Captain's test.

Fire Captain ZA
Original Adoption: 09-30-02
Revision Dates: 12-16-03, 10-14-22

# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class ranks directly below that of Fire Chief and employees in positions of this class may be called upon to perform the duties of the Chief in the Chief's absence. Assigned duties include supervising all subordinate fire fighting personnel and volunteer firefighters, commanding fire scene operations until the arrival of the Chief, directing fire department inspections and surveys, training all subordinate firefighter/operator personnel, monitoring the safety of all personnel while performing their assigned tasks and any related duties assigned by the Fire Chief. The Deputy Fire Chief works independently under the direct supervision of 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.

Supervises subordinate Firefighters and volunteer Firefighters by reviewing work performance and correcting errors or offering suggestions; reviews records of previous shift activity; issues orders or assigns work for the day; fills in personnel records; makes certain that all fire fighting posts are manned; investigates employee complaints and takes action or refers the matter to the Chief;

Orders supplies and equipment; draws up specifications for fire fighting equipment;

Fills out records and writes reports such as fuel reports, supply requests, hose reports, fire incident reports, hydrants reports, etc;

Assumes command of fire scene operations and directs all fire fighting and rescue operations until relieved by the Chief; relays messages between headquarters and fire fighting personnel; supervises overhaul operations after a fire and performs other command functions at emergency scenes as the situation dictates;

Directs or personally performs fire company inspections and surveys; inspects homes for fire hazards such as faulty wiring, overloading circuits, etc.; inspects commercial businesses, public assemblies, and recommends corrections for unsafe practices and conditions;

Collects information for pre-fire planning; visits businesses, schools, etc., in order to become familiar with the layout of the building, location of gas/electric meters, location of closest hydrant, types of connection, dead end streets, fire hazards, types of chemicals, standpipes, etc.; prepares, draws, or sketches plot plans; identifies and takes necessary precautions when around hazardous materials;

Attends special training courses and schools;

Performs related duties as assigned;

### **QUALIFICATION REQUIREMENTS**

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

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

Must be a regular and permanent employee in good standing in the class of Fire Captain with not less than five (5) years' service with the City of Zachary Fire Department in that class.

Must have a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

Deputy Fire Chief ZA

Original Adoption: 05-17-82

Revision Dates: 05-23-83, 09-03-99, 06-25-02, 09-30-02, 12-16-03, 10-14-22

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a highly responsible administrative and supervisory position; the employee of this class is responsible for the operation of the city's firefighting services. Duties include supervising all fire department personnel and volunteer firefighters, providing for the maintenance and repair of all fire fighting equipment, preparing the department budget and related administrative matters, and commanding fire scene operations as chief officer. This employee must be able to take a very important part in the local civil defense operations and make decisions in mutual aid situations. The Fire Chief works independently under the general supervision of the Mayor of the city.

## **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 all department employees and volunteer firefighters by reviewing work performance and correcting errors or offering suggestions; fills in personnel records for employees; transfers personnel from one station or post to another to make certain that all fire fighting posts are manned; investigates employee complaints and takes action; writes employee evaluation reports; recommends discipline of employees to the Appointing Authority.

Assists in the preparation of the department budget; draws up specification for fire fighting equipment; releases information about working fires to the news media; provides for the repair and upkeep of stations and equipment;

Assumes command of fire scene operations and directs all fire fighting and rescue operations, making decisions such as if there is a need for ventilation, what type of ventilation to use, and where to ventilate; supervises overhaul operations after a fire;

Formally trains personnel by conducting evolutions, drills, and classroom training; provides informal station or "on-the-job" training;

Collects information for pre-fire planning; visits business, schools, etc., in order to become familiar with the layout of the building, location of gas/electric meters, location of closest hydrant, types of connections, dead end streets, fire hazards, types of chemicals, standpipes, etc.; identifies and takes necessary precautions when around hazardous materials;

Looks for, reports, protects, and preserves any evidence of arson;  
Performs related duties as required.

## **QUALIFICATION REQUIREMENTS**

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

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

Must have a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable 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 a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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 ZA

Original Adoption: 05-17-82

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# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position, the major responsibility of which is the implementation and management of fire training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for conducting classes for departmental employees and maintaining related records. The employee of this class has no direct supervision over fire department personnel; however, the incumbent performs functional supervision over departmental employees with regard to safety procedures at the scene of a fire or emergency and during training. The employee of this class works with little supervision, having the authority to work independently in most areas, and 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.

Provides for, manages, tracks and evaluates employee training at all levels to meet the needs of the department. Oversees the development of a departmental training program and maintains a library of training materials for use by employees. Conducts training in the classroom, in the field or at the station in the following areas: basic fire fighting, emergency medical services, hazardous materials, inspection, investigation, safety procedures, fire prevention, fire communications, supervision, pre-fire planning, laws applicable to fire service operations or any other related subjects assigned or required. Plans, coordinates and schedules departmental or outside training for all department employees as directed. Develops job simulation exercises to rate skills acquired during training. Prepares lesson plans, training material and written tests for training classes. Performs and oversees the administration and grading of tests. Reviews the response of personnel at the emergency scene in order to evaluate the effectiveness of the training program and to determine whether additional training or changes are needed. Provides employees with "on-the-job" training and assistance in technical areas of work. Oversees and evaluates the performance of employees in the training and safety environment, discussing such performance with employees and their superiors. Promotes peace and harmony within the training environment by seeing that discipline is maintained, providing counseling to employees experiencing work problems or taking any other action deemed necessary.

Develops and supervises the coordination of a safety program for the department by assuring that such program is properly supplied with training resources and by working with supervisors of divisions throughout the fire department to implement safety procedures. Determines the effectiveness of the safety program by devising evaluation methods and making

recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to ensure proper use of prescribed safety equipment. Conducts research to identify hazards and evaluate the loss-producing potential of a given operation. Develops and recommends accident and loss control systems and programs in order to reduce or eliminate occupational injuries or financial losses. Investigates all accidents involving department equipment or personnel to determine cause and make recommendations on procedures to avoid future accidents.

Responds to all alarms or emergency calls for which the department is answerable, and personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene of a fire or emergency. Supervises employees and directs operations at the emergency scene involving basic fire fighting, first aid, CPR and emergency medical assistance. Maintains communications between the fire scene and other authorized personnel, calling for assistance, relaying information and coordinating activities between fire and law enforcement personnel. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Observes fire suppression, rescue operations and related duties to assure compliance with established safety procedures. Makes notes and takes photographs at the scene for use in training. Participates in handling emergencies involving hazardous materials.

Supervises the preparation and maintenance of all training and safety division records and reports. Makes decisions concerning the form in which records should be kept and what information should be included. Periodically inspects systems and facilities for keeping records. Oversees the completion and filing of all forms, records and reports pertaining to training or safety. Reviews and evaluates reports written by fire department employees. Manages the accounting for money and assets of the division. Prepares requests for grants or other special funds to aid in the operation of the fire service. Gathers needed information and prepares a training and safety budget. Uses established budget parameters to purchase equipment and supplies for the division.

Sets management policies, goals, and objectives regarding the training and safety division. Monitors and evaluates local conditions which may become fire or safety hazards. Conducts research of technical data including local fire reports, statistics and specifications in order to integrate such material into the training program. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Attends conferences, seminars or other educational meetings in order to keep informed on modern fire fighting methods and administrative practices. Participates in developing a personnel recruitment and selection program by reviewing applications for employment and helping to interview prospective employees. Makes arrangements for agility testing for newly hired employees.

Informs the public about the work of the fire department by answering telephone inquiries, delivering talks or demonstrations, distributing literature, conducting tours of the department or by participating in public education programs with other fire department divisions. Acts as a consultant for local volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

Must possess a valid driver's license.

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.

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 at least five (5) years of full-time experience with a paid fire department in fire service positions involving fire suppression, fire department training or administrative duties.

Fire Training and Safety Officer ZA Original Adoption: 04-24-14 Revision Dates:
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# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a specialized non-supervisory fire department position, the primary duties of which include conducting fire inspections of commercial buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Incumbents in this class also develop a public fire education program and educate the public on fire hazards, prevention and safety. The Fire Prevention Officer works with some supervision, having the authority to work independently in most areas. The employee of the class reports to and has work reviewed by the Fire Chief. This class ranks immediately below that of 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.

Oversees the operation of the Fire Prevention Division by directing and participating in fire inspections and the public fire education program. Recommends and develops policies or changes in operations intended to improve the Fire Prevention Division. Evaluates new laws and reviews existing or proposed legislation relating to fire prevention to determine if operational changes are needed. Performs research and writes formal recommendations for additions to or changes in local fire prevention codes. Maintains a reference library on inspection, investigation and public fire education topics for use by fire department personnel. Completes training courses and obtains professional fire certifications as required by department policies. Attends educational conferences and studies current literature to keep informed on modern fire prevention methods and administrative practices.

Oversees and participates in the inspection of buildings and the collection of information to be used in determining compliance with all applicable fire codes. Prepares for inspections by reviewing previous inspection reports, building plans, fire codes and specifications. Contacts the occupant/owner upon arrival to obtain permission to conduct the inspection and discuss the procedure. Inspects the exterior of the building noting dimensions, construction materials, exposures, water sources, fire escapes and related features. Inspects the interior of the building checking fixed fire extinguishing systems, portable fire extinguishers, standpipe systems storage areas for flammable liquids and noting any electrical hazards. Takes photographs as needed to document inspection findings. Makes a field sketch of an inspected building noting all areas and objects of relevance. Checks buildings for structural abuse caused by modifications or deterioration. Ensures structures meet fire resistance requirements for their construction type. Completes a report of each fire inspection and discusses inspection findings with building owner or manager; provides them with required forms and makes recommendations for the correction of hazards. Enforces fire prevention codes and ordinances by re-inspecting buildings where

violations have occurred and issues citations or assesses fines, as required.

Reviews building plans to identify potential fire protection problems, assesses the occupant load for buildings, and inspects to ensure the means of egress are sufficient. Collects information for and develops pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record features which may have significance in a fire or emergency situation. Oversees fire safety in public assembly occupancies at major public events. Evaluates the available means of egress and escape routes in order to draft evacuation plans for industrial buildings. Assists institutions or companies in developing solutions for fire prevention problems.

Oversees and participates in the inspection of fire hydrants, and conducts flow tests to ensure adequate water supplies are available for firefighting efforts. Provides for the inspection of sites where hazardous materials are stored as well as equipment and systems used for the handling and transportation of hazardous materials. Inspects or tests any equipment which may be used in fire prevention work to ensure proper working order. Participates in handling emergencies involving hazardous materials. Responds to all emergency calls for which the department is answerable and personally acts as part of the fire attack team.

Develops and participates in the fire prevention and education program of the department, designed to educate the public on fire hazards, injury prevention and safety. Reviews fire records to identify the most important local fire problems and selects program components and objectives to meet community needs. Determines the specific content and format of fire safety messages and produces instructional materials to be used in the fire education program. Analyzes fire service data in order to customize fire prevention education topics for a target audience, and designs a method of presentation appropriate for the group. Organizes and trains fire service personnel who participate in the fire education program; outlines responsibilities and expectations for employees involved in public fire education. Provides for all supplies and equipment used in the fire education program. Oversees and conducts fire drills for businesses, educational and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Develops plans for special circumstances, such as the safe movement of patients or prisoners, when conducting drills in healthcare, industrial or correctional facilities. Evaluates the impact of the public fire education program by comparing baseline data on incidents, deaths and property loss with new data collected after the implementation of the program.

Conducts tours and demonstrations; delivers talks on fire safety to schools, clubs, and other organizations. Receives complaints from the public on hazards or on possible violations of the fire code. Writes and submits public service announcements and news releases on fire safety to be used by local news media. Responds to questions from the community about the operation of the fire prevention program.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must not be less than eighteen (18) years of 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 have not less than three (3) years of full-time experience with a paid fire department serving in positions which would provide experience in fire suppression, fire inspection and fire prevention.

Fire Prevention Officer ZA Original Adoption: 05-31-19 Revision Dates:
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# 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 providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief receives and processes records and reports of the department, and enters records into the department computer. The employee of this class prepares correspondence for the Chief's signature, maintains department files, and acts as receptionist for the department. The Secretary to the Fire Chief performs routine duties independently, 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.

Acts as receptionist to visitors to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Takes dictation and transcribes from notes, using longhand. Assist the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Completes all records and reports required or assigned.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Develops new procedures for office functions when necessary.

Prepares correspondence for the Fire Chief's signature. Composes business letters using correct grammar and punctuation. Reads and organizes graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports.

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

Makes calculations necessary to compute payroll. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Computes salaries, hours, overtime, and related data for annual budget. Accounts for the money and assets of an assigned division of the department. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments for petty cash.

Prepares purchase requisitions according to departmental procedures. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

### **QUALIFICATIONS TO HOLD THE POSITION**

After offer of employment, but before beginning work in this class must pass the Total Adult Battery Exam with a minimum composite score of 12.0.

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.

Secretary to the Fire Chief ZA
Original Adoption: 01-11-05
Revision Dates: 10-14-22

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance positions in the police line and involves training for and performing law enforcement duties under the supervision of superior officers. Police Officers have basic responsibility for traffic control and traffic accident investigation, for initial investigation of crimes, for the completion of records and reports relating to duties performed, and for other law enforcement duties assigned. Employees at this level are under the general supervision of a Police Sergeant and work with increasing independence as expertise is gained. 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 assigned area in squad car or on foot to prevent crime and protect lives and property; performs building security checks after hours; patrols school zones at the beginning and ending of the school day; observes hazardous conditions such as fallen power lines, etc., and reports such, advising of any additional manpower or equipment needed and taking whatever remedial action possible;

Pursues vehicles which have committed traffic violations; issues traffic summonses to violators of traffic laws; stops vehicles whose drivers are suspected of operating while under the influence (DWI); administers field sobriety test;

Conducts primary investigations of traffic accidents; provides for the movement of traffic around the accident scene; interviews witnesses of traffic accidents and records information gained; examines vehicles involved in accident to determine point of impact, takes necessary measurements, and makes a sketch of the accident scene; interviews drivers of vehicles involved in accident to obtain all necessary information for accident report; determines cause of accident by assessing all information gathered;

Makes initial investigation of complaints received; protects major crime scene by keeping people and vehicles away from areas where evidence might exist; under the direction of a superior officer, makes follow-up investigations of complaints; maintains surveillance of vehicles suspected of connection with illegal actions; notifies coroner of cases of homicide and rape;

Conducts searches upon probable cause without a warrant, using proper search techniques; executes a search warrant upon order from a superior; seizes contraband or evidence located as a result of a legal search;

Locates persons suspected of committing crimes; apprehends and interrogates persons suspected of committing crimes; makes arrests in accordance with law and established procedures--tells suspect he/she is under arrest and what the charges are, performs a field search or frisks person placed under arrest, places handcuffs on person, gives Miranda warning, transports arrested person to police station or other designated location; fills out booking forms, performs detailed search of person arrested, looking for weapons and/or contraband; takes and correctly stores property of person arrested;

Testifies in court after having received official notice to do so; reviews notes or reports in order to answer questions in court; confers with district attorney or prosecutor before appearing in court; transports to court all material to be entered as evidence;

Calls parents and requests them to be present during questioning of juveniles; interviews or questions juveniles following established procedures; makes arrests of juveniles following established procedures; turns juvenile cases over to appropriate juvenile authority;

Participates in formal or informal training conducted or sponsored by the department;

Fills in forms and completes standardized reports and records by filling in blanks with correct information; writes narrative reports by obtaining the needed information and putting it into a clear and concise form;

Checks out patrol vehicle to insure that all equipment is present; refuels police vehicle.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must have a valid driver's license.

After offer of employment, but before beginning work in this class must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

Police Officer ZA

Original Adoption: 05-17-82

Revision Dates: 05-23-83, 10-03-94, 06-24-97, 09-03-99, 06-25-02, 09-30-02, 12-16-03,  
10-14-22

# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first level of supervisory line positions, the primary duties of which include directing and supervising subordinate personnel. Employees of this class are responsible for the day-to-day supervision of subordinate police officers as they perform duties of traffic control and traffic accident investigation, juvenile operations, report writing, and other assigned duties. Employees of this class are given specific work instructions by ranking officers on new assignments, but work independently in performing most regular duties. This class reports to and has work reviewed by a Police Lieutenant. This class ranks directly 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 subordinate police department employees. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates. Provides on-the-job training for department members, including providing 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 procedures. Counsels employees who are experiencing work problems. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the department. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, and by providing assistance and information when needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs general patrol duties. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem, in order to respond to incoming calls or to provide support for primary units. Performs and assists subordinates in patrolling assigned areas in a squad car or on foot to prevent crime and protect lives and property.

Performs and assists subordinates in stopping and questioning individuals who appear to be acting suspiciously. Frisks suspects. Protects a crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Arrests suspects, with or without an arrest warrant, advising suspects of Miranda rights. Provides medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Performs and assists in directing the activities of personnel engaged in traffic control and traffic accident investigation, criminal investigations, juvenile procedures, special operations, and in the booking and detention of suspects.

Personally completes any records or forms needed to document the activities 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 examination.

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

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

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

Police Sergeant ZA

Original Adoption: 05-17-82

Revision Dates: 10-07-82, 05-23-83, 06-24-97, 09-03-99, 06-25-02, 09-30-02, 12-16-03,  
10-14-22

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duties of which include the management of the operations on an assigned shift and the supervision of subordinate personnel. Police Lieutenants supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Employees of the class have the authority to perform most duties independently with general supervision from a Police Captain. This class reports to and has work reviewed by a 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.

Assists in managing and supervising law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations. Assists in managing the work of an assigned section of the police department operation. Conducts inspections of assigned department services, evaluates the effectiveness of these services following inspections, and takes appropriate action to correct or improve problem areas. Reviews incoming communications and routes work to the appropriate person or location.

Supervises subordinate police department employees. Reviews work to be done and delegates assignments. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Reviews reports and the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Evaluates the work performance of subordinates and writes employee evaluation reports. Assists in managing and supervising an on-the-job training program for department members, including providing assistance in technical areas of work. Sets work schedules and approves leave. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Supervises the preparation of records and reports, reviewing those completed by subordinates. Prepares forms or records to document the activity of the department. Uses the department's computer system to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

Supervises the general care, maintenance, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property.

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 & Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

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

Police Lieutenant ZA

Original Adoption: 05-17-82

Revision Dates: 10-07-82, 05-23-83, 02-14-95, 06-24-97, 09-03-99, 06-25-02, 09-30-02,  
12-16-03, 10-14-22

# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Police Captains participate in the preparation of the departmental budget; prepare and maintain departmental records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. 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 with work reviewed by the supervisor only. This class ranks directly below the Assistant Police Chief.

## **EXAMPLES OF WORK**

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

Assumes command of departmental operations in the absence of a superior officer. Manages, organizes, inspects, and evaluates the operations of an assigned division or service. Conducts research and participates in conferences, conventions, and other educational meetings in order to keep informed on modern law enforcement methods, make management decisions, and recommend changes in operational procedures or policies. Reviews incoming communications and routes work to the appropriate person or location. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel and assists in developing and implementing a safety program. Participates in developing an internal affairs review process for the department. Participates in a personnel recruitment and selection program by performing background investigations on candidates.

Manages law enforcement functions of the department, including patrol, traffic control and accident investigation, criminal investigation, special operations, juvenile operations, and jail operations.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Outlines responsibilities and duties for subordinates, including task priorities and long term goals. Inspects the appearance of assigned personnel and equipment. Assigns work schedules and approves leave. Evaluates work performance of subordinates and writes evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Coordinates the work of the department with

related agencies, releasing information and giving assistance when needed. Serves as an official department representative to the news media and at any meetings assigned.

Determines target areas for a crime prevention or community relations program by analyzing local crime problems, using department records or information gathering devices such as polls and surveys to identify these problems. Assists in the production of instructional materials to be used in these programs.

Assists in gathering information for and preparing the departmental operating budget. Participates in administering grant-funded projects, ensuring that grant provisions are met and that funds are used as specified in the proposal.

Assists 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. Completes records and writes reports required to document the activity of the department, including log sheets, suspect files, and incident reports. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations, and grounds. Locates cost estimates of outside services for the repair and maintenance of department facilities, property, or equipment, and inspects equipment or property after repairs to see that repairs were properly accomplished.

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 & Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodations.

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

Police Captain ZA
Original Adoption: 09-30-02
Revision Dates: 12-16-03, 10-14-22

# ASSISTANT POLICE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintaining department equipment, property, and supplies; managing record-keeping; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

## **EXAMPLES OF WORK**

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

Assists the Police Chief in planning, directing, and supervising activities of the department. Performs the duties of the Police Chief in the Chief's absence. Conducts inspections of various services of the department and observes department operations. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department. Supervises and performs law enforcement functions of the department, which may include patrol, criminal investigation, special operations, jail operations, and handling of juveniles.

Gathers information to be used in budget preparation. Assists the Police Chief in preparing the departmental operating budget. 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 paid in accordance with departmental policy.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Personally completes all forms and records required to document department activity. Writes newspaper articles, letters, and requests for grants to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department.

Supervises subordinate department employees. Reviews reports written by subordinates. Discusses performance of subordinates with the Police Chief. Counsels employees who are experiencing work problems. Conducts corrective interviews and administers disciplinary action as directed.

Provides on-the-job training for department members. Serves as an instructor for formal instructions provided by the department.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Supervises the checking of all police department equipment, such as communications systems or police units to assure that equipment is in correct operating condition.

Performs and 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 have a valid Louisiana driver's license.

Must meet all requirements of the Municipal Fire & 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 medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

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

Assistant Police Chief ZA

Original Adoption: 05-17-82

Revision Dates: 05-23-83, 06-24-97, 09-03-99, 06-25-02, 09-30-02, 12-16-03, 10-14-22

# JUVENILE EDUCATION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the police service, the primary duty of which is educating juveniles with regard to issues such as safety, violence, and drugs. The Juvenile Education Officer works with at-risk children and their parents or guardians in order to reduce or prevent disciplinary problems, serves as a counselor for crime victims, and provides security at the recreational facilities frequented by juveniles. This employee is also responsible for speaking to civic and other groups about topics concerning juveniles, and for maintaining records regarding the juvenile education program. The employee of this class works independently in most areas, reporting to and having work reviewed by the Assistant Police Chief.

## **EXAMPLES OF WORK**

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

Acts as a liaison between the police department and schools concerning the juvenile education program and the activities of juveniles. Speaks to students on issues such as safety, violence, tobacco, alcohol, and other drugs. Works with at-risk children, their parents or guardians, and school faculty in order to discourage or prevent disciplinary problems. Plans and schedules juvenile education classes by coordinating with school officials and faculty members. Assists in evaluating the effectiveness of the juvenile education program, and recommends and implements changes. Attends juvenile education training classes as required.

Promotes a positive image of the work of the division in the daily performance of duties by interacting with community members. Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at meetings of civic or other community groups, including making speeches or conducting demonstrations to promote support for the juvenile education program. Answers telephone inquiries about the juvenile education program or any related areas of law enforcement operations. Coordinates special public service projects of the division, including Neighborhood Watch and other community relations programs. Promotes parental involvement in the juvenile education program. Works with the media to promote the program and activities.

Maintains surveillance and patrol presence for recreational facilities in order to discourage disciplinary problems and criminal activity. Arrests those who have committed a crime or delinquent act, performing all necessary booking procedures. Obtains medical attention for arrested person who is ill, incapacitated, or who has a suspected or reported health problem. Observes all laws which afford special consideration to juvenile offenders.

Accompanies juvenile crime victims to the hospital in order to interview victim and victim's parents and to obtain any evidence discovered by medical personnel. Acts as counselor for female crime victims. May work with other police divisions in incidents involving juveniles.

Maintains all records and reports required to document the activity of the juvenile education program. Personally completes necessary forms or records required. Compiles and analyzes data for and writes narrative reports by organizing and assembling information to effectively communicate data, conclusions, and recommendations. Writes letters to solicit donations for the juvenile education program. Gathers budget and any other information needed to write grants for the juvenile education program.

Maintains inventory of supplies used by the division. Orders and prepares all educational materials used, as well as certificates or other items presented to students upon successful completion of the juvenile education program.

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.

Must have a valid driver's license.

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

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

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.

Juvenile Education Officer ZA
Original Adoption: 07-08-03
Revision Dates: 10-14-22

# 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 performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as a receptionist for the Chief's office, keeps records for the Police Chief, types records and reports, maintains supplies and equipment, and assists with financial management duties. The Secretary to the Police Chief performs routine duties independently, with instruction for special assignments received from the Police Chief. The incumbent is responsible directly to the Police 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 Police Chief. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events. Acts as receptionist and handles any routine requests by visitors to the Chief's office.

Replies to any routine correspondence or requests on own initiative following departmental procedures, or from oral or written directions by the Chief. Composes business letters, using correct grammar and punctuation. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Police Chief. Proofreads typed material and corrects errors. Sorts and distributes the mail to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically. Operates a computer terminal in order to enter or retrieve information from files.

Operates a calculator, copying machine, and fax machine.

Receives department records and reports and processes or files them according to department procedures. Enters routine information in department records (such as accounting records, personnel records, information files, or other related files). Compiles and organizes data for reports and writes reports. Fills out all forms or records required or assigned to this position.

Accounts for the money and assets of the department. Makes calculations necessary to compute payroll and prepares payroll records. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Issues payments from petty cash.

Prepares purchase requisitions according to department procedures. Disburses supplies and equipment as required.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must present a certificate of typing proficiency, certifying ability to type forty (40) words per minute.

Must have a valid driver's license.

After offer of employment, but before beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

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

Secretary to the Police Chief ZA

Original Adoption: 05-17-82

Revision Dates: 05-23-83, 06-24-97, 09-03-99, 06-25-02, 09-30-02, 12-16-03, 10-14-22

# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the main duties of which include producing, filing, and maintaining departmental records and reports. The Police Records Clerk types or completes and files reports, forms, letters, and other department records and retrieves these from files as needed. Some accounting duties such as balancing account books is included in duties. This is a responsible clerical position, apart from the police line classes. The employee of this class works independently in assigned areas with general supervision from the Secretary to 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 and files records and reports; types letters, forms, memoranda, records and reports; proofreads typed material; mails or distributes typed material; revises department filing system when required and develops new procedures for office functions when necessary;

Pulls information from files when needed or requested; gathers data from files for use in preparing reports; prepares reports from information collected from files; writes letters in answer to requests received or as needed;

Prepares purchase requisitions and makes purchases as directed; posts office expenditures in ledgers; balances account books; collects all information necessary for accounting personnel; disperses petty cash according to office procedure; keeps records of cash dispersed;

Opens and responds to mail related to records; answers the telephone and gives out routine information;

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must provide written proof of typing a net of forty (40) words per minute.

**QUALIFICATION REQUIREMENTS TO HOLD THIS POSITION**

Must pass a civil service examination for this position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized doctor 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 reasonable accommodation.

Police Records Clerk ZA

Original Adoption: 06-18-84

Revision Dates: 10-03-94, 06-24-97, 09-03-99, 06-25-02, 09-30-02, 07-08-03, 12-16-03,  
01-11-05, 10-14-22

# CRIMINAL INFORMATION SPECIALIST I

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises entry-level positions in the classified service assigned to the Criminal Information Unit, a specialized division of the Police Department. The primary duties of the Police Criminal Information Specialist include receiving and responding to requests for information from law enforcement officers in the field. The employee of this class locates, retrieves and verifies such information or data using specialized law enforcement software, providing immediate response to officers through radio communications or other means. The Police Criminal Information Specialist is also responsible for creating, checking, filing and maintaining records and reports of the Criminal Information Unit. Employees of this class perform routine tasks with moderate supervision, having work assigned and reviewed by a Police Criminal Information Specialist II. This class ranks directly below that of Criminal Information Specialist II.

## **EXAMPLES OF WORK**

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

Monitors local and surrounding police radio frequencies to track law enforcement activity in the area. Responds to requests for information made by police personnel and emergency units in the field. Dispatches information regarding criminal histories, warrants, missing persons, vehicle registrations, guns, stolen property and related data, as requested by field officers. Answers questions which come in by radio, or refers questions to appropriate supervisor. Follows designated department procedures to notify special units, other agencies, fire departments or the media of major incidents or emergency situations. Communicates with Louisiana State Police and other law enforcement agencies to exchange information. Maintains a log of calls received from field units, including information requested by and disseminated to officers.

Operates terminal equipment connected to Louisiana Law Enforcement Telecommunications System (LLETS), the National Crime Information Center (NCIC), and other law enforcement entities. Uses specified computer codes to send/receive messages and enter information into designated state and national databases concerning auto licenses, vehicle registrations, drivers' licenses, runaways, criminal records, warrants, stolen property, missing persons, and related data. Enters, clears, modifies and validates NCIC files. Receives warrants, information on stolen property and missing persons reports; checks for correctness, and enters into NCIC and other law enforcement databases. Records and enters any additional information received after the original incident.

Provides assistance to officers interacting with disabled persons by creating and updating files for the Zachary Identification Program (ZIP). Maintains and updates files related to gangs and gang activity in the local and surrounding area. Ensures all sex offenders within city limits are

properly registered and updates file information as needed. Assists in educating seniors on fraud and scams through participation in the Seniors and Law Enforcement Together (SALT) program. Attends meetings with residents to hand out refrigerator door cards which display medications and emergency contact information. Assists residents with registration for self-defense training offered by the department. Deters criminal activity by tracking local street light problems and reporting malfunctions to utility company for repairs.

Operates departmental computer equipment to enter/retrieve routine information. Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors or returns for correction. Participates in the development and maintenance of a filing system for the Criminal Information Unit. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Processes and files department records and reports according to established procedures. Keeps records on the location of materials removed from files, and to whom materials were released. Locates and retrieves information or documents from the computer or hard copy files. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and organize data needed for reports. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation and organize ideas in a logical sequence. Fills out all forms or records required or assigned to this position. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Proofreads typed material and corrects errors, or returns for correction. Takes minutes or notes at meetings.

Operates a computer terminal, copying and fax machine, or any other assigned office equipment, as required. Performs appropriate back-up function for computer files. Assists in providing informal or "on-the-job" training for new employees. Maintains a reference library of materials for use by department personnel. Obtains and maintains job-related training certifications as required by department policy.

Acts as receptionist to visitors; screens visitors to determine their business. Assists walk-in visitors by answering questions or directs them to the appropriate department personnel/offices for assistance. Answers any telephone calls coming in on assigned or non-emergency lines and takes appropriate action as designated by department policy, handling routine matters or transferring callers as needed. Operates office paging or intercom system to relay messages and information to department personnel. Places telephone calls for the Criminal Information Unit.

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.

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.

Criminal Information Specialist I ZA Original Adoption: 04-09-21 Revision Dates:
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# CRIMINAL INFORMATION SPECIALIST II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises responsible supervisory and technical positions in the classified service, the primary responsibilities of which include overseeing the employees and activities of the Criminal Information Unit, a specialized division of the Police Department. The Police Criminal Information Specialist II receives requests for information from officers in the field and responds with the aid of specialized law enforcement software. Employees of this class also maintain an inventory of supplies for the division, participate in the budget process and provide for the maintenance of division records. The Police Criminal Information Specialist II has the authority to work independently in most areas, with limited supervision. Employees of this class have work assigned and reviewed by a Police Sergeant, or other 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.

Oversees the activities of the Criminal Information Unit (CIU). Coordinates with subordinates to monitor local and surrounding police radio frequencies and respond to requests for information made by police personnel and emergency units in the field. Determines the priority level of requests according to department procedures. Oversees and participates in the dispatching of information regarding criminal histories, warrants, missing persons, vehicle registrations, guns, stolen property and related data. Answers questions, as requested by field officers. Follows designated department procedures to notify special units, other agencies, fire departments or the media of major incidents or emergency situations. Provides for the maintenance of a call log consisting of calls received from field units, including information requested by and disseminated to officers. Tracks time and mileage on patrol cars transporting private citizens, suspects or prisoners.

Supervises and participates in the operation of terminal equipment connected to Louisiana Law Enforcement Telecommunications System (LLETS), the National Crime Information Center (NCIC), and other law enforcement entities. Uses specified computer codes to send/receive messages and enter information into designated state and national law enforcement databases concerning auto licenses, vehicle registrations, drivers' licenses, runaways, criminal records, warrants, stolen property, missing persons, and related data. Cancels, clears, modifies and validates NCIC files; verifies all entries into NCIC. Serves as senior Terminal Agency Coordinator (TAC) for the department, in compliance with the Criminal Justice Information Services security policy. Completes the monthly NCIC validation process as TAC, by ensuring all records are either outstanding, active, missing or recovered. Receives warrants, information on stolen property

and missing persons reports; checks for correctness, and enters into NCIC and other law enforcement databases. Records and enters any additional information received after the original incident. Communicates with Louisiana State Police and other law enforcement agencies to exchange information.

Supervises the daily activities of subordinate Criminal Information Unit employees. Holds meetings with subordinate personnel to inspect appearance, receive reports, assign work areas, delegate authority or provide general information. Assigns work schedules and approves leave, ensuring adequate staffing levels. Maintains a schedule of appointments, meetings or other special events for the division and provides notifications of such, as required. Works with CIU employees to resolve their complaints and grievances. Evaluates the work performance of subordinates, discussing such with the employee and superiors. Assists with preparing employee evaluation reports and counseling employees who are experiencing work problems. Ensures CIU employees are well-trained and possess good working knowledge of all equipment, software, systems and procedures. Oversees and participates in the development of a training program for division employees. Provides instruction, assistance in technical areas of work and on-the-job training, as needed. Supervises the maintenance of a reference library to be used by department personnel. Obtains and maintains job-related training certifications as required by department policy.

Supervises the organization and filing of department correspondence, records and forms in accordance with department policy. Provides for the development and maintenance of a filing system for the Criminal Information Unit. Oversees and participates in the receipt, processing, checking, correcting and filing of records and reports in accordance with departmental procedures. Ensures incoming material is stamped with the date/time of receipt. Maintains records on the location of materials removed from files, and to whom materials were released. Locates and retrieves information or documents from files. Assists with extracting information from files or summarizing contents of files for use by department personnel. Oversees and participates in the operation of departmental computer equipment to enter routine information into police records. Provides assistance to officers interacting with disabled persons by creating and updating files for the Zachary Identification Program (ZIP). Maintains and updates files related to gang activity, the Seniors and Law Enforcement Together (SALT) program, registration for self-defense training offered by the department and local street light malfunctions. Periodically inspects systems and facilities for maintaining records to ensure adequate space and security; revises such systems when necessary. Participates in the disposal of obsolete files and records in accordance with retention schedules. Performs appropriate back-up function for computer files. Develops new procedures for office functions as necessary.

Reads graphs, charts, manuals, records, or related department documents in order to compile and organize data needed for reports. Writes comprehensive reports and assists in preparing monthly or quarterly reports to document activity and statistical data related to the CIU. Fills out all forms or records required or assigned to this position. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Reviews reports written by subordinates to ensure accuracy. Proofreads typed material and corrects errors, or returns for

correction. Composes business letters for the CIU and replies to any routine correspondence or requests. Takes minutes or notes at meetings.

Compiles information such as salaries or overtime to be used in the departmental budget and participates in the preparation of the budget for the CIU. Assists in the process of writing for grants or other special funds to aid in the operation of the department. Participates in ordering, distributing and maintaining an inventory of supplies and equipment for the division. Meets with sales representatives to review products and make recommendations on purchases. Assists in locating repair services and obtaining estimates on repair costs for any assigned equipment. Inspects equipment after repairs to ensure proper working order.

Acts as receptionist to visitors; screens visitors to determine their business. Assists walk-in visitors by answering questions and addressing complaints or directing them to the appropriate department personnel/offices for assistance. Answers any telephone calls coming in on assigned or non-emergency lines and takes appropriate action as designated by department policy, handling routine matters or transferring callers as needed. Operates office paging or intercom system to relay messages and information to department personnel. Places telephone calls for the Criminal Information Unit.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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

Must be a regular and permanent employee, confirmed for at least two (2) years in the class of Police Criminal Information Specialist I, immediately preceding the closing date for application.

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.

Criminal Information Specialist II ZA

Original Adoption: 04-09-21

Revision Dates:

# EVIDENCE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible non-supervisory positions in the Police Department, the primary duties of which are providing for the security of evidence and maintaining an accurate accounting of all property. Evidence Officers receive, sort, document and secure property delivered to the evidence room and determine the appropriate and lawful disposition of such property. The employees of this class perform assigned duties with some supervision, working independently in most areas. Evidence Officers report to and have work reviewed by a Police Sergeant, as designated by the Chief of Police.

## **EXAMPLES OF WORK**

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

Assists superior officers in overseeing the daily activities of the Evidence Division of the Police Department. Participates in developing operational procedures to accomplish the goals of the division and recommends changes in policy or procedures to improve effectiveness. Assists in the development and delivery of departmental training relating to the collection, handling and presentation of evidence. Conducts on-the-job training in evidence procedures for new employees. Explains evidence room procedures to officers, the general public and outside agencies.

Provides for the security of the evidence room. Ensures that all efforts are taken to make the evidence room as safe as possible for employees, as well as property. Oversees and participates in receiving, sorting and securing all property delivered to the evidence room. Provides for the preparation, identification, and maintenance of assigned evidence. Verifies evidence reports against property to ensure accuracy. Determines appropriate and lawful disposition of property; releases property to officers, property owners, the courts and other agencies, as required. Prepares unreturnable items for disposal in a manner prescribed by department policies and procedures, court orders, federal laws, and state statutes. Corresponds with officers and the general public regarding the disposition of property. Maintains an accurate accounting of all property transfers and releases. Conducts audits of property inventory. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Prepares reports and evidence for court and maintains detailed records and reports of such. Assists department personnel in preparing for court in relation to physical evidence, and testifies

in court when required. Maintains detailed filing systems and records on all booked property; personally files all forms and records, as assigned. Maintains files of photographs. Creates and maintains manual and computerized records for the evidence division including custody documents, chain of custody documents, property receipts, and related reports. Compiles and analyzes data needed for written correspondence in reply to requests related to evidence. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, or other required information. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports. Proofreads typed materials and corrects errors. Provides for the accounting of monies and assets related to evidence. Orders, distributes and maintains inventory of supplies and equipment used for processing crime scenes and/or gathering evidence.

Opens incoming mail, places phone calls, schedules appointments and keeps records of schedules for the Evidence Division. Answers telephone inquiries, responds to requests by office visitors or handles complaints from the public about department operations related to evidence collection, preservation and disposal. Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Conducts tours of department facilities for school or civic groups. Serves as a liaison between the department and other local, state, and federal law enforcement 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 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.

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 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.

Evidence Officer ZA

Original Adoption: 07-07-23

Revision Dates: