

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF CROWLEY ---- PARISH OF ACADIA

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF CROWLEY ----PARISH OF ACADIA

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIREFIGHTER FIRST CLASS **
FIRE DRIVER **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES

SECRETARY TO THE FIRE CHIEF*

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE CORPORAL **
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *

SECRETARY TO THE POLICE CHIEF *

POLICE RECORDS CLERK *

*Competitive class

**Promotional class

CR Original Adoption:	09-26-61
Revision Dates:	12-10-65, 08-29-66, 12-21-66, 06-25-68, 12-25-68, 12-07-70, 05-03-71, 01-10-73, 03-07-73, 12-19-73, 03-21-75, 04-17-75, 06-21-76, 12-12-79, 09-19-80, 01-26-81, 05-15-89, 10-28-94, 10-21-02, 10-22-07, 01-03-08, 04-08-13

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the fire department as specially assigned while being trained on the job for the more responsible and skilled work as a FIREFIGHTER FIRST CLASS.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves limited phases and responsibilities of fire fighting for new employees entering the service of the department. Work involves receiving and transmitting fire alarms and telephone calls, keeping records, testing equipment and performing related tasks. Employees work along with and receive assistance from older employees of the department and are taught the fundamentals and more advanced phases of fire fighting work by superior officers who closely supervise their performance. This class ranks immediately below that of FIREFIGHTER FIRST CLASS.

EXAMPLES OF WORK

(Illustrative Only)

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

Assists in laying and connecting hose, turning water on and off, carrying ladders, and other fire fighting work, as directed;

Answers fire phone, telephone and switchboard as required; transmits messages to proper stations or persons; operates a private branch exchange telephone switchboard, two-way radio, recorders and alarm receiving and transmitting devices as necessary;

Assists in making tests of signal devices, line system and related communications equipment;

Keeps simple but important records as directed by supervisors;

Clean equipment, stations, and grounds, and other routine custodial and maintenance work at the stations;

Attend classes of instruction, read and study assigned materials, practice tying knots, raising and placing ladders, etc., and generally prepare for the performance and work and promotion to FIREFIGHTER FIRST CLASS.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Firefighter CR Original Adoption:	09-26-61
Revision Dates:	12-03-68, 07-15-69, 12-19-73, 06-21-76, 11-24-78, 03-04-93, 09-23-93, 10-28-94, 08-24-97, 12-07-04, 09-10-08, 01-31-18

FIREFIGHTER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Ride apparatus with fire driver to and from fire, extinguish and prevent spread of fires; perform routine maintenance and custodial work on departmental vehicles, equipment, stations, and grounds; and related work as required.

DISTINGUISHING FEATURES OF CLASS

Work involves skilled and hazardous performances in firefighting and life-saving activities, when not assisting fire driver in pumping operations at the scene of fire. The work is performed under the supervision of a superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Drive other motor driven equipment except fire apparatus and snorkel by special order or permission;

Lay and connect hose lines;

Operate pump at fires, as required;

Perform general firefighting, life-saving, and salvage work at scenes of fire when not engaged in pumping operations;

Clean and maintain fire apparatus for instant use, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, and clean stations, cut grass and keep premises neat and tidy;

Operate telephone switchboard and fire alarm receiving and transmitting devices;

Assist in the repair of fire apparatus as required;

Learn and practice new methods.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Firefighter First Class CR Original Adoption:	12-19-73
Revision Dates:	06-21-76, 05-21-80, 09-23-93, 10-28-94, 12-07-04, 01-31-18

FIRE DRIVER

(Promotional Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF CLASS

Work involves skilled and hazardous performances in driving, tillering, and operating departmental vehicles and equipment; also in fire fighting and life-saving activities, when not engaged in pumping operations at the scene of a fire. The work is performed under the supervision of a superior.

EXAMPLES OF WORK

(Illustrative only.)

Drive or tiller fire machine to and from fire, as directed; drive other motor driven equipment by special order or permission;

Lay and connect hose lines;

Operate pump at fire, as required;

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

Clean and maintain fire apparatus for instant use, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, clean station, cut grass, and keep premises neat and tidy;

Operate telephone switchboard and fire alarm receiving and transmitting devices;

Assist in the repair of fire apparatus as required;

Learn and practice new methods.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Fire Driver CR Original Adoption:	09-26-61
Revision Dates:	10-07-66, 12-07-70, 09-26-72, 12-19-73, 06-21-76, 05-21-80, 08-10-90, 09-23-93, 10-28-94, 12-07-04, 01-31-18

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is supervisory and skilled fire fighting and fire prevention work concerned with supervising the activities of a fire company at the station and at the scene of a fire.

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for the proper maintenance and operation of a fire station and firefighting equipment. Employees of this class generally perform a wide variety of fire fighting and related duties. The work involves supervisory and non-supervisory duties, physical exertion, and an element of personal danger. Routine duties are performed with a degree of independence within established regulations but are under the general direction of a superior officer. Work is reviewed by observation of the employee's personal performance, the results obtained, and by inspections of quarters, equipment, and records under his control.

EXAMPLES OF WORK

(Illustrative only.)

Respond to all fire alarms and emergency calls assigned to the company;

Drive or direct the driving of a departmental vehicle to fires or on emergency calls and select the route to be followed;

Direct, supervise, and assist in the fire fighting work of subordinates until relieved by a superior officer;

Operate pumps and other fire equipment at fire scenes as required;

Inspect property at fire scene to prevent re-ignition;

Inspect apparatus and equipment, grounds, and stations to insure proper order and condition of readiness for instant use;

Inspect personnel to insure compliance with departmental regulations regarding personal appearance and wearing of the uniform;

Prepare and conduct employee training courses using lectures, demonstrations, and other approved forms of training;

Inspect public buildings, business houses, hospitals, schools, and places of public gathering as directed by a superior for the purpose of detecting fire hazards or conditions which are otherwise hazardous to life or property;

Make fire prevention talks to school children or other groups as directed;

Perform minor clerical work such as fire reports and personnel action and company activities;

Perform related duties as required or as directed.

QUALIFICATION REQUIREMENTS

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

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

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

Must be a regular and permanent employee in good standing in the class of Fire Driver and must have served at least twelve (12) consecutive months as a Fire Driver.

Must possess a valid driver's license.

Fire Captain CR Original Adoption:	08-29-66
Revision Dates:	12-07-70, 05-21-80, 09-23-93, 10-28-94, 12-07-04, 01-31-18

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs receive specific instructions for most duties, but have the authority to work independently in certain designated areas. This class reports to and ranks directly 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.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift, including making decisions on officer deployment. Sets goals, objectives, and management policies for the department. Participates in the research and planning for programs and activities of the department. Conducts inspections of various division of the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Recommends changes in department operations that will help the city improve ISO ratings.

Assists the Fire Chief in keeping promotional eligibility lists and recommends promotions in accordance with civil service law. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Works with boards, agencies, and labor or other unions whose operations affects the careers of fire department personnel or the work of the fire department.

Responds to all alarms or emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs

subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Personally trains personnel by conducting training in the classroom or by conducting drills and evolutions.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline. Provides informal or "on-the-job" training for new employees.

Informs the public about the work of the fire department by means of tours, talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation and maintenance of all department records by reviewing records completed by subordinated and by periodically inspecting systems and facilities for keeping the records. Completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes letters to handle problems or answer requests addressed to the fire department. Writes newspaper articles or any other type of official department position paper for publication.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Personally tests or directs the testing of equipment, ensuring that equipment

meets all applicable standards. Arranges for needed repairs and inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Maintains inventory of and orders and disburses equipment and supplies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

District Fire Chief CR Original Adoption:	10-21-02
Revision Dates:	01-31-18

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise the operations of the fire department in the capacity of chief engineer and commanding officer; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of skill and responsibility in directing fire fighting, life-saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The fire chief is required to be on duty or subject to call at all times, and is accountable to the proper governing authority as head of the department.

EXAMPLES OF WORK

(Illustrative only.)

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

Respond to all fires and emergency calls, as required;

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

Purchase or recommend the purchase of equipment and supplies in the manner provided by lawful authority, and keep such purchases or recommendations for purchases within the budget thereof;

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

Investigate the cause, origin, and circumstances of all fires occurring in the city, and especially investigate whether such fires are the result of carelessness or the act of an incendiary, and report all facts relating thereto the state fire marshal, as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic, in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;
Inform the public of the necessity and methods of civilian cooperation in fire prevention work by the means of talks, demonstrated lectures, distribution of literature to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc.

See that employee training is carried on, and arrange periodically for special elementary and advanced training of all employees of the department;

Promote peace and harmony in the department; maintain discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations or those of a more serious nature to the proper governing authority;

Delegate authority to subordinates for the more effective work of the department, when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules;

Keep posted on modern methods of fire department work, also local conditions which the department may be called upon to combat in cases of fire.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. **AND** must have at least twelve (12) years of experience in full time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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 CR Original Adoption:	09-26-61
Revision Dates:	12-07-70, 03-04-93, 09-23-93, 12-07-04, 01-31-18

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief maintains the Fire Chief's calendar of appointments, receives and processes records and reports, and types letters for the Fire Chief. The employee of this class assists the Fire Chief with the department payroll and accounting. The Secretary to the Fire Chief works independently in most areas, with specific instructions for special assignments received from 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.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Places calls for the Fire Chief. Acts as receptionist to the Fire Chief's office and directs visitors to appropriate individuals or offices when necessary. Handles routine questions and requests from callers and visitors. Schedules appointments and maintains calendar of events for the Fire Chief.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to any routine correspondence or requests as directed. Completes all forms or records required or assigned. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Composes business letters. Writes reports and letters in answer to written or oral requests as directed. Proofreads typed material and corrects errors.

Maintains filing system for the organization of correspondence, cards, forms, records and reports by alphabetical, chronological or by subject matter order. Revises such system when necessary. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Disposes obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy or computer files. Performs appropriate back-up function in computer files. Operates computer scanning equipment, facsimile machine, and copying machine. Operates a calculator or mathematical computer software application to assist in making mathematical computations necessary to compute payroll. Prepares payroll records including making any necessary changes. Posts accounting entries into accounting records and computer files.

Maintains the inventory of supplies and equipment as assigned. Prepares purchase requisitions according to department procedures, and orders supplies and equipment. Locates repair services, acquires estimates on repair costs, and arranges for repairs and maintenance of all assigned department equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. 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 eighteen (18) years of age.

Secretary to the Fire Chief CR Original Adoption:	01-03-08
Revision Dates:	01-31-18

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Performance of routine work of the police department as specially assigned while being trained on the job for more responsible and skilled work required of a Police Officer First Class.

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

(Illustrative only.)

Assist in patrol work;

Help keep traffic moving;

Mark cars for overtime parking;

Answer questions for and direct public;

Assist children, crippled, blind, or elderly persons in crossing streets;

Help maintain order in crowds, traffic football games, and at public gatherings;

Attend classes of instruction, read and study assigned materials, and generally prepare for the performance of work and promotion to Police Officer First Class.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Police Officer CR Original Adoption:	09-26-61
Revision Dates:	03-28-62, 12-12-66, 06-29-67, 06-25-68, 07-15-69, 03-21-75, 06-21-76, 07-11-80, 09-25-89, 03-04-93, 09-23-93, 10-28-94, 05-30-96, 06-09-97, 08-24-97, 08-31-98, 12-07-04, 01-31-18

POLICE CORPORAL

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervises the activities of a group of Police Officers or personally perform difficult and complex clerical and communications work, as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating traffic accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

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

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Responds to crimes in progress. Issues explicit, direct, and forceful verbal challenge or command to suspect, in order to stop suspect or have him come out from concealment. Engages in armed encounters with suspects to neutralize the threat to officers or the public.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs, interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Performs criminal investigations and interviews crime victims and witnesses. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Maintains surveillance and patrol presence in places where problems involving juveniles have occurred, or are likely to develop. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Controls large crowds at athletic events, parades or other large events. Controls unlawful or disorderly assemblies by evaluating the occurrence to determine the force that may be necessary to contain the incident. Searches established geographic areas as part of a team to locate missing children or suspects.

Maintains records and reports by filling in forms and completing standardized reports following department procedures. Processes data using the department's computer system by entering, updating, and retrieving information.

Books arrested person. Performs basic frisk and search during initial booking. Photographs and fingerprints new prisoners and confiscates, itemizes, and records personal property of inmate when booking. Maintains discipline by ensuring that prisoners obey rules and regulation. Performs prisoner counts in accordance with established procedures, and conducts jail searches to locate contraband and to detect any breaches in jail security. Summons medical personnel for treatment of prisoners when necessary. Transports prisoners from one location to another.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Police Corporal CR Original Adoption:	01-31-79
Revision Dates:	01-05-94, 10-28-94, 08-22-97, 05-07-98, 12-07-04, 01-31-18

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of police officers or personally perform difficult and complex clerical and communication work, as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class is responsible for the police work of subordinates or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection.

EXAMPLES OF WORK

(Illustrative only.)

Inspect police officers before they go out on duty for compliance with departmental regulations.

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions for better execution of work;

Report any breach of duty or inefficiency to your superior officer;

Conduct the primary investigation of major traffic accidents and violations;

Make daily reports as required;

Operate communication system, handle office details of arrests, booking and caring for prisoners, bonds, and fines, the keeping of important records and valuables, the preparation of important and complex reports, and other police clerical work, when and as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Police Sergeant CR Original Adoption:	09-26-61
Revision Dates:	08-18-64, 06-29-67, 06-25-68, 06-21-76, 05-21-80, 09-23-93, 10-28-94, 05-07-98, 12-07-04, 01-31-18

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURE OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Work involves responsibility for assisting in directing, coordinating and supervising operations and personnel of the department. Work is performed under general direction in accordance with accepted police practices and departmental regulations, and is reviewed through reports and conferences. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

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

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and jail operations. Monitors any local conditions which may create situations the department may be called upon to handle.

Prepares records required to document the activity of an assigned section or division. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate police personnel. Reviews work and delegates work assignments. Outlines responsibilities and duties, explains policies, procedures, and rules, so that subordinates will know what they are expected to do. Reviews reports written by subordinates making sure that assigned jobs were completed in accordance with departmental procedures. Monitors work pace and progress of assigned jobs in order to determine if changes are required. Inspects the appearance of subordinate personnel to ensure that this meet departmental standards for safety and propriety. Maintains discipline among employees of the department by conducting

corrective interviews and recommending disciplinary action to a superior. Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Police Lieutenant CR Original Adoption:	09-26-61
Revision Dates:	08-18-64, 06-29-67, 10-09-67, 05-21-80, 09-23-93, 10-28-94, 07-28-95, 05-07-98, 12-07-04, 01-31-18,

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and administrative law enforcement positions, the primary duty of which involves assisting the Police Chief in managing the activities of the department. Employees of this class assist in performing personnel management functions for the department; oversee the preparation and maintenance of records and reports required to document department activity; and perform public relations functions. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with a high degree of independence, with special assignments received from the Police Chief. This class ranks directly below and has work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Manages one or more assigned police department services or divisions. Supervises assigned functions of the department and develops procedures to accomplish aims of the division. Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operation.

Insures that accurate records of department activity are maintained. Supervises 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. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Outlines responsibilities and duties; and sets short and long term goals for subordinates. Inspects the appearance of subordinate personnel, sets work schedules and approves leave, and monitors work pace and progress of assigned jobs in order to determine if jobs are being accomplished in the desired manner. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains

discipline by conducting corrective interviews and recommending disciplinary action. Provides on-the-job training for department members, including providing assistance in technical areas of work.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Police Captain CR Original Adoption:	09-26-61
Revision Dates:	06-29-67, 10-09-67, 06-21-76, 05-21-80, 07-28-95, 05-07-98, 12-07-04, 01-31-18

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level communications positions, the primary duties of which involve operating the police radio system and related emergency communication equipment for an assigned shift. Police Communications Officers have the responsibility of maintaining the location of officers on duty, dispatching units in accordance with established policies and procedures, and relaying information or answering questions from field units. Incumbents of this class receive and record complaints and maintain records on communications division activity. Employees of this class report to and have work reviewed by a Police Captain or designated supervisor 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.

Answers emergency telephones for the police department, taking appropriate action as designated by department policy. Responds to complaints over the telephone or from other sources, taking as much information as possible from the caller such as name, address, nature of problem, and any other information required by departmental procedures. Records all complaints and related information into computer system to maintain records of dispatching activity. Receives calls from the 911 dispatch center.

Determines units to be dispatched by using computer indexes and dispatches units following departmental procedures. Tracks the location and status of emergency or patrol units at all times. Operates control board to call designated officers when necessary. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Relays information or answers questions from field units or refers questions to appropriate supervisor. Keeps track of time and mileage on patrol units transporting prisoners, suspects, or private citizens. Performs any tasks which are required to comply with FCC regulations.

Operates teletype keyboard and computer keyboard and uses designated codes to send or receive messages concerning drivers licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies. Notifies special units of agencies designated by departmental procedures in special or emergency situations. Operates office paging or intercom system to relay messages and information to police department personnel.

Personally completes forms and records required. Compiles and analyzes data needed for reports. Types records or reports concerning division operations and maintains such in computer files. Verifies that necessary information such as lists of officers names, work locations, and related information needed to correctly dispatch calls is available to communications personnel per shift.

Participates in training provided by the police department on communications and related areas. Personally provides on-the-job instruction in operation of communications equipment and related areas as directed.

Inspects communication equipment, property, or operating systems. Provides for the repair of any malfunctioning communications equipment, and assesses that repairs were properly accomplished.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. 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 eighteen (18) years of age.

Police Communications Officer CR Original Adoption:	10-22-07
Revision Dates:	01-31-18

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief prepares correspondence for the chief, receives and processes records and reports for the office of the Police Chief, maintains the chief's scheduled appointments, and acts as receptionist for the Police Chief's office. The Secretary to the Police Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Acts as receptionist to visitors to the Police Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Answers questions for the public concerning the operation of the department. Schedules appointments and maintains calendar of events for the Police Chief. Places phone calls for the Police Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews, and processes the Police Chief's mail and other materials in accordance with departmental procedures. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief.

Writes reports and letters in answer to written or oral requests as directed. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, information files, or other related files. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, chronologically, or by subject matter. Locates and retrieves information or documents from hard copy files and the computer database. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel. Operates a computer terminal in order to enter, copy, or remove information from files. Operates a facsimile

machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. 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 (18) eighteen years of age.

Secretary to the Police Chief CR Original Adoption:	04-08-13
Revision Dates	01-31-18

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses positions, the major duties of which include filing records and reports for assigned divisions of the police department, checking and typing records and reports, completing records as directed, and operating office equipment as needed to keep records up-to-date. This class police support class is non-supervisory in nature. Records clerks report to and have work reviewed by a line police officer at the rank 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.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; correct errors in records and reports or returns them for correction; fills out all forms or records required or assigned.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically; retrieves information or documents from the files.

Operates a computer terminal in order to enter or retrieve information from files; operates a copying machine or duplicating machine to make copies of department documents when required.

Types letters, forms, memos, statements, formal reports, or any other documents assigned; takes and transcribes dictation from longhand notes; proofreads typed material and corrects errors.

Sorts and distributes mail; processes outgoing mail and interdepartmental correspondence.

Places telephone calls for assigned department officers; answers any telephone calls coming on assigned lines and handles routine matters or transfers caller following departmental procedures; handles routine requests by visitors to the office.

Replies to routine correspondence or requests following departmental procedures or from oral or written directions from a superior.

Makes calculations necessary to compute payroll.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Police Records Clerk CR Original Adoption:	05-15-89
Revision Dates:	08-23-90, 10-28-94, 05-07-98, 12-07-04, 01-31-18