

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF EUNICE ---- PARISH OF ST. LANDRY**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF EUNICE ---- PARISH OF ST. LANDRY

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

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##### LINE CLASSES

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POLICE LIEUTENANT \*\*

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\*Competitive class

\*\*Promotional class

EU Original Adoption:	03-21-66
Revision Dates:	06-22-76, 01-05-78, 07-14-82, 11-08-89, 02-01-07, 11-24-09, 03-29-12

# **FIRE SERVICE**

## **FIREFIGHTER/OPERATOR**

(Competitive Class)

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

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

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.

Firefighter/Operator EU Original Adoption:	03-21-66
Revision Dates:	06-22-76, 04-24-78, 02-24-82, 07-14-82, 11-08-89 11-15-94, 04-10-00, 03-29-12

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible line position involving the duties of supervision of all lower ranking employees, the administration of the day to day operations of a fire station, and training, as well as command of fire scene operations. The fire captain may also assist in fire combat and operates equipment such as aerial ladder or elevated platforms. The fire captain has primary responsibility for administering first aid. Employees of this rank perform most duties independently, with supervision from the fire chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Administer the day to day operations of the fire station and supervise all lower ranking employees assigned by performing duties such as issuing orders or assigning work, collecting reports and information and issuing or transmitting orders from the chief, investigating employee complaints, writing employee evaluation reports, recommending discipline when necessary, and providing for the repair and upkeep of station and equipment, etc.

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

Formally train new personnel by conducting training in the classroom, drills, or evolutions; provide informal station or "on-the-job-training";

Answer fire alarm calls from the dispatcher; record all necessary information; communicate with radio dispatcher from emergency scene, relaying information and messages;

Operate aerial ladder and/or elevated platform equipment;

Administer first aid, including artificial respiration, administering oxygen, administering CPR, stopping or controlling bleeding, treating for shock;

Direct fire scene operation until relieved by the fire chief, attacking all four classes of fires utilizing the proper extinguishing agent and making all other decisions on fire attack; look for, protect, and preserve any evidence of arson;

Drive fire vehicles and operate fire equipment when necessary;

Perform related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.

Fire Captain EU Original Adoption:	01-05-78
Revision Dates:	07-14-82, 11-08-89, 11-15-94, 03-29-12

# FIRE CHIEF

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

Plans, directs, and supervises 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 requires a higher degree of skill and responsibility in directing fire fighting, life saving, fire prevention and administrative activities of the fire department. The fire chief is required to be on duty or subject to call at all times and is responsible to the mayor and board of aldermen as head of the fire department.

## **EXAMPLES OF WORK**

Responds to all fires;

Directs and supervises subordinate employees at fire scenes in rescue operations, fire fighting, preventing spread of fires and in salvage and overhaul work after fires;

Directs and supervises the general care, use, and maintenance of all departmental equipment, vehicles, apparatus, stations, and grounds, and alarm and signalling systems or other departmental property;

Purchases or recommends the purchase of equipment and supplies in the manner prescribed by lawful authority and keeps such purchases within the budget therefor;

Provides for and supervises the preparations of departmental records and reports relating to personnel, equipment, supplies, fire information, fire prevention, employee training, or other records as required;

Investigates the cause, origin, and circumstances of all fires occurring in the city and reports all facts relating thereto to the office of State Fire Marshall, as required by law;

Directs 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;

Informs the public of the necessity and methods of civilian cooperation in fire prevention work by means of talks, demonstrated lectures, distribution of literature to schools, civic clubs, church organizations, etc.;

Sees that employee training is regularly carried on and arranges for periodic special elementary and advanced training for all employees;

Delegates authority to subordinates for the more effective operation of the department as indicated;

Keeps informed on modern methods of fire department work and on local conditions which the department may be called on to combat in case of fire;

Promotes peace and harmony in the department, maintains discipline, and generally oversees the proper operation of the department.

## **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.

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least six (6) years of full time experience in fire service positions. 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 eight (8) years of full time experience in fire service positions. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Applicant must also have at least ten (10) years of full time experience in fire service positions. 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.

**AND**

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.

Fire Chief EU Original Adoption:	03-21-66
Revision Dates:	10-29-91, 11-18-93, 11-15-94, 03-29-12

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

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

This is the entry level of positions into the line work of the police department. Employees of this class are trained for, and after training perform, duties such as regulating traffic and investigating traffic accidents, patrolling, and making initial investigations of crimes committed in the jurisdiction. The police officer works from the specific instructions of a superior officer, occasionally operating independently in certain designated areas. Police officers report to 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.

Directs traffic; pursues vehicles which have committed a traffic violation and issues citations; stops drivers suspected of driving under the influence (DWI); conducts primary investigations of traffic accidents, checks for persons injured, provides for traffic movement around accident scene, gathers information about the accident, sees that the roadway is cleared; operates radar unit to apprehend speeding vehicles; escorts funerals or parades;

Refuels police vehicle and checks it to insure that all equipment is present;

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; recovers property reported by citizens or observed while on patrol, determines if property is lost or stolen, and attempts to return it to owner; answers questions for the public; controls crowds when needed; observes hazardous conditions such as fallen power lines and reports such;

Answers calls concerning family or neighborhood disputes and attempts to resolve such; makes initial investigation of complaints received, takes statement and receives information from complainant, interviews victims or witnesses, protects major crime scene;

Executes a search warrant upon order from a superior; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend suspects; makes arrests in accordance with the law and established procedures;

performs booking procedures, fills in forms, fingerprints, takes photographs; testifies in court when required;

Fills in forms and completes standardized reports; writes narrative reports;

Acts as desk officer and takes complaints;

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

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

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.

Police Officer EU Original Adoption:	03-21-66
Revision Dates:	02-19-69, 06-22-76, 09-06-78, 07-14-82, 11-15-94 04-10-00, 03-29-12

# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is the first level of supervisory positions in line police work. Employees of this class perform patrol duties, traffic control and accident investigation duties, and criminal investigation. They also supervise and assist subordinate police officers in the performance of limited phases of these duties. The police sergeant works independently under the general direction of a police lieutenant who supervises and reviews the work of this class. 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 units on the street during a shift to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; verbally corrects subordinates when their work performance, attitude, or behavior fall below expected standards; talks to subordinates in formal sessions or informally to explain and provide assistance and guidance on police work;

Acts as desk officer by receiving phone calls and taking complaints from the public;

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; answers questions for the public; controls crowds; recovers lost or stolen property; observes hazardous conditions such as fallen power lines and reports such;

Attempts to resolve differences between parties involved in family or neighborhood disputes; offers information and assistance;

Makes initial investigation of complaints; protects crime scene; searches for physical evidence; identifies and labels all evidence collected; preserves chain of possession of evidence;

Conducts searches upon probable cause; makes application for and executes search warrants; seizes contraband or evidence located; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend suspects; interrogates suspects; makes arrests in accordance with the law; performs details of booking suspects; testifies in court when required;

Interviews or questions juveniles following established procedures;

Fills in forms and completes standardized reports; writes narrative reports;

Performs related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Police Sergeant EU Original Adoption:	03-21-66
Revision Dates:	06-22-76, 07-14-82, 11-15-94, 03-29-12

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a division, unit, section or platoon of the police department. Police Lieutenants monitor the performance of a group of lower ranking line employees engaged in patrol, traffic control and accident investigation, and investigation of crimes committed within the jurisdiction. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks immediately below that of Deputy Chief of Police.

## **EXAMPLES OF WORK**

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

Supervises and assists in the management of the operations of an assigned division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, administrative support, or other specialized division. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Participates in internal affairs review process to investigate any violations of the code of conduct for department members, in order to recommend disciplinary action and to correct procedural problems. Conducts inspections of departmental services and evaluates the effectiveness of the services. Takes appropriate action to correct problem areas or recommends changes in operational procedures and policies. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents.

Conducts research to be used in making management decisions and for the planning of programs and activities for the department. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing work to be done and outlining responsibilities and duties. Sets work schedules and approves leave. Holds meetings to receive reports and disseminate information. Reviews incoming communications and routes

work to the appropriate person or location. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command. Provides on-the-job training for department members, including providing assistance in technical areas of work.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for maintaining such. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes. Prepares forms, records, and memoranda as required to document the activity of the department. Prepares correspondence related to departmental operations, and in response to inquiries. Gathers, analyzes, and organizes information for assigned reports and writes reports.

Participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required. Reviews products to be purchased by meeting with sales representatives. Prepares specifications on new police department equipment for public bids.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Participates in a personnel recruitment and selection program for the department by speaking about employment opportunities in the police department at schools or meetings of civic organizations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems and statistics. Assists in developing a community relations program to meet identified community needs.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Police lieutenant EU Original Adoption:	03-21-66
Revision Dates:	07-14-82, 11-15-94, 03-29-12

# DEPUTY CHIEF OF POLICE

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Chief of Police in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the chief's absence. The Deputy Chief of Police assists the Chief of Police in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Chief of Police. This class ranks directly below that of Chief of Police.

## **EXAMPLES OF WORK**

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

Manages the operation of a group of divisions within the department as assigned by the Chief of Police. May be assigned to perform the duties of the Chief of Police in the chiefs absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement, and crash investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers who oversee the work of these divisions.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Conducts inspections of the divisions of the department and observes department operations. Evaluates the effectiveness of the divisions following inspections and takes appropriate action to correct or improve problem areas.

Plans and organizes the department having to do with personnel and equipment. Determines how the department should be organized, including number of operating units and distribution of such units. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective

employee applications, interviews prospective employees, and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Discusses work performance with subordinates. Monitors the departmental Promotional Evaluation System. Maintains discipline by conducting corrective interviews, make recommendations for disciplinary action(s), and carries out disciplinary action (s) as directed by the appointing authority.

Provides for the accounting for money and assets of the police department divisions. Gathers information to be used in compiling budgets. Authorizes the expenditure of funds allocated for departmental services, making sure such expenditures are in accordance with the budget. Reviews and signs purchase requisitions.

Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle the needs of the department.

Manages the general care, maintenance, and use of all department equipment, vehicles and property. Recommends the purchase of needed equipment. Meets with sales representatives to review products and make decisions on purchasing.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

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

Must possess a valid driver's license.

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

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

Deputy Chief of Police EU Original Adoption: 03-29-12

Revision Dates:

# JAILER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and supervision of detainees and inmates and the security and maintenance of the jail facility and operations. Employees of this class are responsible for booking and processing arrestees, supervising inmate activities, and maintaining records, equipment and supplies for the jail. Incumbents receive specific instructions for most duties, but may work independently in certain designated areas. Employees of this class report to and have work reviewed by the Deputy Chief of Police, or in his absence, the shift supervisor.

## **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 booking procedures for inmates in accordance with established procedures, including reading the inmate his/her rights, securing personal property, fingerprinting and photographing inmate, and conducting searches for contraband. Determines inmate cell placement within jail facility, and places inmate in isolated or grouped cells as needed. Receives identification information on arrestees, such as name and address, date and time of arrest, charges, and name of arresting officer. Maintains such records in accordance with departmental procedures.

Supervises inmates and monitors the operation of the jail on an assigned shift by performing duties necessary for the proper feeding, clothing, safety and general health of inmates. Supervises and provides necessary assistance for inmates during times of meals, baths, and exchange or distribution of clothing. Accompanies or transports inmates to outside facilities using departmental vehicles. Monitors inmates during visitations and recreational or rehabilitation activities. Notifies supervisor of need to call a physician or calls a physician if inmate needs medical attention. Assists nurse or physician in providing medical care to inmates and administers medicine as directed. Provides emergency medical care by administering first aid and CPR, as may be necessary. Hears inmate grievances and counsels inmates.

Makes periodic inspections of the jail facility and equipment in order to maintain jail cleanliness and security. Personally performs or supervises inmates who perform facility maintenance duties. Tours total jail area, accounting for all inmates present, checking on special or isolated inmates, and conducting searches for contraband. Inspects packages and mail, and screens visitors according to established policy. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for violations or infractions of rules. Operates security devices.

Completes and files all forms and records of jail activity or other related matters as required. Retrieves forms and records as needed. Reviews records of previous shift activity. Writes reports as directed.

Organizes and maintains the inventory, purchasing, and disbursement of supplies and equipment for the jail in accordance with departmental policy. Inspects facilities and makes minor repairs as needed. Reports or arranges for needed repairs and maintenance of jail facilities and equipment. Inspects equipment after repairs are completed to ensure proper working condition.

Participates in all training directed by the department. Studies assigned material relating to regulations, policies or laws, and follows written or verbal instructions from supervisors.

Promotes a positive public image of the work of the police department in the daily performance of duties. Receives telephone calls and answers inquiries about jail operations. Handles complaints from the public. Coordinates work of the department with related agencies. Conducts tours of department facilities.

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

Must possess a valid driver's license.

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

Jailer EU Original Adoption:	11-24-09
Revision Dates:	03-29-12, 04-01-15

# POLICE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

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

## **EXAMPLES OF WORK**

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

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

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

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, criminal records, etc.

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

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

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

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

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.

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

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

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

Police Communications Officer EU Original Adoption:	03-21-66
Revision Dates:	02-19-69, 07-14-82, 11-15-94, 04-10-00, 03-29-12

# 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 acts as the receptionist for the Chief's office, receives and processes records and reports of the department, maintains department files, and enters records into the department computer. The Secretary to the Police Chief performs routine duties with little 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 telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Police Chief, including keeping records of schedules and notifying the Police Chief of scheduled events. Opens, sorts, and distributes incoming mail or correspondence and delivers to the proper person, section, or office. Processes outgoing mail and interdepartmental correspondence.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned. Composes business letters, proofreads typed material and corrects errors. Compiles and organizes data and writes reports. Completes all forms or records required or assigned. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Assist the Police Chief by preparing requests for grants or other special funds to aid in the operation of the department.

Attends meetings and takes minutes or notes of such as assigned by the chief. Takes dictation and transcribes from notes or electronic recording device. Assists the chief in preparing news releases or any other type of official department statement for publication.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, or by subject matter. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, or remove information from files. Locates and retrieves information or documents from the computer database. Performs appropriate back-up function in computer 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, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Secretary to the Police Chief EU Original Adoption:	02-01-97
Revision Dates:	03-29-12

# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the main duties of which are the production and maintenance of departmental records and reports. Employees of this class receive departmental records and reports, check them for accuracy and completeness; they type forms and reports, and file these or retrieve them from files as needed. The police records clerk has the authority to work independently in designated areas and occasionally supervises unclassified personnel assigned. Employees of this class report to and have work reviewed by the Deputy Chief of Police.

## **EXAMPLES OF WORK**

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and corrects them or returns them for correction;

Files records and reports alphabetically, numerically, chronologically, or geographically;

Takes dictation in longhand; types letters, forms, memoranda, records, reports; proofreads typed material; mails or distributes typed material;

Revises department filing system or develops new procedures for office functions when necessary; retrieves information from files; gathers data for use in preparing reports; prepares reports from gathered data; writes letters in answer to requests received or as needed;

Answers telephone; gives out routine information; makes or cancels appointments for superiors; screens callers;

Posts office expenditures in ledgers; balances account books; collects information for accounting personnel; makes calculations necessary to compute payroll;

Disperses petty cash and keeps records of such;

Makes entries of routine information in department personnel records, information files, etc.;

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.

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

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

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

Police Records Clerk EU Original Adoption:	03-21-66
Revision Dates:	02-19-69, 07-14-82, 11-15-94, 04-10-00, 03-29-12, 04-01-15