

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BASTROP ---- PARISH OF MOREHOUSE

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BASTROP ---- PARISH OF MOREHOUSE

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Original Adoption: 05-20-63

Revision Dates: 10-25-65, 03-23-67, 02-25-72, 03-04-74, 06-16-75, 07-28-75, 01-26-76,
07-19-76, 12-20-76, 11-23-77, 02-08-79, 12-27-82, 06-06-83, 03-20-84,
09-10-87, 03-13-89, 05-11-92, 04-02-07, 06-30-08, 05-19-11, 06-27-11,
12-02-13, 02-28-19, 04-18-19

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

Firefighter BA

Original Adoption: 05-20-63

Revision Dates: 11-24-70, 06-16-75, 12-20-76, 07-14-80, 12-27-82, 06-06-83, 03-13-89,
03-27-95, 08-31-98, 05-07-01, 09-17-01, 04-02-07, 06-16-14

FIRE DRIVER

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is skilled fire fighting work in the driving of fire trucks and operating pumps at the scene of fires. Considerable responsibility is involved in the proper operation of the fire apparatus and pumps, and also included are physical exertion and hazards in the other duties of fire fighting. No direct supervision of others is involved and directions are received from a Captain of the fire company. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

(Note: These examples listed below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed).

Drives some type of fire apparatus to and from fires, as directed by a Fire Captain.

Operates fire pumps at the scene of fires.

Lays out and connects hose lines, sets up ladders, gives first aid, and performs any necessary fire fighting or life saving duties when not engaged in pumping operations.

Performs custodial and minor maintenance work at the fire station.

Cleans and polishes fire apparatus and other equipment, dries hoses and reloads machines, and refills fire extinguishers and booster tanks.

Substitutes for and assumes the duties of other employees when necessary.

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire 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 immediately preceding closing date for application to the board.

Fire Driver BA

Original Adoption: 05-20-63

Revision Dates: 06-16-75, 07-26-93, 03-06-00, 01-22-01, 04-02-07

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is supervisory fire fighting work as head of a fire company comprised of several fire fighters and a driver. Work involves considerable physical hazards and manual labor in fighting fires along with the other members of the company. This class ranks immediately below that of District Fire Chief.

EXAMPLES OF WORK

(Note: These examples listed below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed).

Supervises several firefighters and a driver as head of an engine or ladder company.

Assumes responsibility for all activities at a fire station on an assigned shift.

Responds to all fire alarms with the company, sees that the shortest or best route is followed to the fire, surveys the situation and directs firefighters in their duties.

Assists lower ranking members of fire company in all activities at fires and at the fire station, sometimes substituting for them when necessary.

Inspects buildings and other facilities, either independently or with the members of his company, for the purpose of detecting possible fire or other unsafe conditions hazardous to life and property.

Conducts training courses for members of the company, either independently or with assistance from a superior officer, and may give fire prevention talks to school children or other groups.

Receives daily instructions from a District Fire Chief; submits written reports periodically on fires, personnel, and general activities of the company; initiates requisitions for supplies and equipment.

Makes daily inspection of all equipment and apparatus of his company, fire station and grounds, to insure that all is in readiness at all times.

Performs related work as required.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire 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 Driver immediately preceding closing date for application to the board.

Fire Captain BA

Original Adoption: 05-20-63

Revision Dates: 06-16-75, 07-26-93, 04-02-07

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is responsible supervisory and skilled work in directing the activities of a group of employees and subordinate supervisors on a shift in an assigned area. An employee of this class responds to fire alarms within his assigned area and assumes command of operations unless relieved by a superior. Responsibility is included for the efficiency of operation of all assigned employees and equipment. Both general and immediate supervision is received from a superior who reviews work through observation, oral or written reports and through conferences. This class ranks immediately below that of Fire Chief.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Responds to fire alarms within an assigned area and to other fires by special assignment; assumes command upon arrival at fires, and directs all fire fighting and life saving activities until relieved by an employee of higher rank.

Assists in the supervision of employees performing inspections relating to fire hazards and general public safety.

Assigns and supervises the activities of subordinates and their supervisors; inspects personnel, stations, equipment, apparatus and reports of each company within an assigned area to assure compliance with established regulations, methods and policies.

Investigates complaints and takes action to correct violations and irregularities.

Aids and assists in employee training.

Makes oral and written reports.

Performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS

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

application for admission to the examination.

Must meet all requirements of the Municipal Fire 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 immediately preceding closing date for application to the board.

District Fire Chief BA Original Adoption: 05-20-63 Revision Dates: 07-26-93, 04-02-07

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Mayor.

EXAMPLES OF WORK

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

Develops management policies, determines goals and objectives, and organizes the department. Assesses incoming communications and makes assignments to staff. Analyzes department structure and decides if changes in current structure or operation are required. Reviews legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed. Testifies on proposed legislation before legislative committees. Evaluates departmental programs and procedures and identifies target areas for improvement. Attends conferences, conventions, and other educational meetings to keep informed on modern firefighting methods and administrative practices.

Organizes the personnel management functions of the department. Develops a personnel recruitment and selection program, interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and assists in the development of a comprehensive personnel benefit plan. Maintains a balance of meeting employee needs without jeopardizing organizational goals. Develops a grievance resolution procedure for department employees, establishes an internal affairs review process to investigate any violations of the code of conduct, and works with boards and agencies whose rules and operations affect the careers of fire department employees.

Determines performance standards for department personnel, and uses information developed in performance evaluations to make decisions concerning employees. Reviews work, delegates assignments, outlines responsibilities, and sets task priorities for subordinates. Provides

subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Inspects the appearance of department equipment and personnel to ensure that they meet departmental standards. Adjusts work schedules, approves leave, monitors work pace, and counsels employees who are experiencing work problems. Handles employee complaints and grievances. Provides for employee growth and career development, motivates employees, and maintains discipline.

Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget and reviews and signs purchase requisitions. Prepares a departmental operating budget and revenue and expenditure estimates. Oversees a system of information management. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Supervises preparation and maintenance of the records and completes any forms or records required.

Maintains an inventory of supplies and equipment for the department. Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Meets with sales representative and purchases equipment and supplies, keeping such purchases within the established budget. Obtains estimates on repair costs, locates repair services, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bid.

Develops and implements an emergency management system. Directs and controls fireground operations and monitors intermediate command staff members responsible for aspects of the operation. Directs the handling of emergencies involving hazardous materials, special tactical situations, and coordinates operations with the appropriate law enforcement personnel. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective communications procedures and monitors any local conditions which may create situations the department may be called upon to handle. Directs a program of fire inspections, pre-fire planning, and fire investigations.

Develops and implements a safety program for the department and trains subordinates in safety. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel. Establishes and maintains a system of staff personnel inspections, develops a report review system to analyze the quality of fire service, and provides for good housekeeping to control accident hazards.

Establishes a training program for the department. Provides on-the-job training for department members, arranges for outside instruction to meet any training needs not available in the departmental training program, and serves as an instructor for formal classroom training. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical

expertise, assistance, and cooperation in training and/or fire protection efforts. Maintains proficiency in the use of department equipment and apparatus and attends training courses to acquire or maintain certifications.

Writes letters, public service announcements, news releases, newspaper articles, or any other type of official department position paper. Locates requests for grants or other special funds to aid in the operation of the fire department. Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related agencies, serves as official department representative at any required meetings, makes speeches before school or civic groups, and acts as department representative to the news media. Handles complaints from the public concerning fire department operations and determines target areas for fire prevention efforts by analyzing local fire protection problems. Develops a public education program to meet community needs.

Performs any other related duties.

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 six (6) years of progressively responsible 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 eight (8) years of progressively responsible 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 at least ten (10) years of progressively responsible 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 BA

Original Adoption: 05-20-63

Revision Dates: 12-16-74, 09-25-89, 11-06-89, 07-26-93, 04-02-07, 06-13-14, 12-21-17

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements a training program by evaluating the performance of department employees during training and at the emergency scene, and by maintaining records required to document the activity of the Training Division. The Fire Training Officer is also responsible for preparing training materials and tests. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are temporarily involved in training activities. The Fire Training Officer reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the development and operation of the training program for the fire department. Provides for regular employee training at all levels within the department by conducting training classes, either in the classroom, at the drill field, or at fire stations, in the following areas: fire fighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, water supplies, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, fire fighting apparatus, tools, and equipment, as well as first aid, CPR, rescue, safety, pre-fire planning, supervision, public relations, fire prevention, inspection and investigation, laws applicable to fire service operations, and any other related subject assigned or required.

Responds to fires to make notes for use in training. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Reviews the response of fire personnel at the emergency scene to determine if changes are necessary in the training program. Makes recommendations for improvements in the training program. Inspects specified area for fire service equipment and other safety and first-aid supplies, demonstrates such equipment and practices, and observes fire personnel in use of prescribed safety equipment and supplies. Provides informal or "on-the-job" training for new employees and assists employees in technical areas of work. Performs administrative duties such as preparing lesson plans, training materials and written tests. Schedules training for department members, administers training tests and grades tests. Maintains a library of training resources. Keeps informed on local trends that may affect the fire service and recommends changes in department operations within management

policies, goals and objectives that will help the city to obtain favorable ISO ratings.

Completes all forms and records as required. Writes narrative reports on matters concerning the operation of the division. Files records and reports. Reads graphs, charts, manuals or reports. Answers telephone inquires.

Orders, disburses and maintains inventory of supplies and equipment for the training division. Meets sales representatives to review products when directed.

Works with other public service agencies on projects of mutual concern. Informs and answers questions from the public about fire department operations by participating in public education programs, talks and demonstrations or distributing literature. Conducts tours of division facilities. Participates in conferences, conventions and other educational meetings.

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 have at least five (5) years full-time experience with a paid fire department or three (3) years experience in fire service training.

Fire Training Officer BA
Original Adoption: 06-27-11
Revision Dates: 06-13-14

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized non-supervisory department positions, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires occurring within the city to determine the cause and origin. Incumbents in this class also educate the public on fire hazards and safety. Fire Prevention Officers perform their duties with a high degree of independence, having work reviewed by the Chief of Fire Prevention. This class ranks immediately below that of the Chief of Fire Prevention.

EXAMPLES OF WORK

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

Prepares for inspections by reviewing previous inspection reports, building plans and applicable codes. Participates in the inspection of buildings and the collection of information to be used in determining compliance with all applicable fire codes, including the inspection of fixed fire extinguishing systems, electrical hazards, building construction type, heating, ventilating, or air conditioning systems and cooking equipment. Assists with the inspection of storage areas for flammable or combustible liquids, and sites for storage of hazardous materials. Takes photographs or makes sketches as needed to document inspection findings. Completes a report of each fire inspection and discusses inspection findings with building owner or manager, provides them with required forms and makes recommendations for the correction of hazards. Enforces fire prevention codes and ordinances by reinspecting buildings where violations have occurred and issues citations or assesses fines if required.

Assists in the review of building plans to identify potential fire protection problems, in estimating the fire load of buildings, and in assessing the occupant load for buildings, including means of egress. Collects information for and develops pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record features which may have significance in a fire or emergency situation.

Investigates the scene of a fire to determine the cause and origin of the fire by examining the interior of the fire structure to identify the point of origin and heat source. Takes extensive notes, takes photographs and makes sketches of areas affected by fire in order to record the extent of

involvement, location of evidence and other pertinent information. Assists in searching for, identifying, and collecting evidence, using accepted search methods and collection procedures, in order to preserve evidence for analysis and to protect the chain of custody. Restricts access to the fire scene to prevent contamination of evidence or entry by unauthorized persons. Uses all observations of the interior and the exterior of the structure to assist in determining whether the fire was the result of natural causes, carelessness, or arson. Conducts interviews with firefighters or witnesses regarding circumstances that may have been noted before or during the fire. Assists a superior officer in preparing, maintaining and reviewing reports, records and other data of inspection and investigations involving fire prevention operations.

Supervises and participates in the fire prevention and education program of the department. Assists in taking complaints from the public on hazards or on possible violations of the fire code. Educates the public on fire hazards and safety. Conducts fire drills for businesses, educational and assembly occupancies, and health care facilities reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Maintains a reference library on inspection, investigation and public fire education topics so that employees may conduct research or study for tests. Assists institutions or companies in developing solutions for fire prevention problems. Conducts tours and demonstrations, and delivers talks on fire safety to schools, clubs, and other organizations. Issues permits required for special conditions, circumstances or equipment which may be fire or safety hazards. Responds to questions from the public about the operation of the fire prevention program.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must not be less than twenty-five (25) years of age.

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

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

Must meet one of the following two requirements:

EITHER

Must have at least one (1) year experience in fire inspection, fire investigation, or public fire education with a full-time paid fire department or fire prevention agency,

OR

Must have at least three (3) years experience in fire suppression with a full-time paid fire department.

Fire Prevention Officer BA Original Adoption: 04-18-19 Revision Dates:
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CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which involve coordinating and supervising all fire prevention operations including fire inspections, public safety, and fire investigations. The Chief of Fire Prevention makes recommendations to the Fire Chief on the day-to-day operations including changes that will help the jurisdiction improve ISO ratings. The incumbent of this class reviews work done by Fire Prevention Officers, and responds to fire alarms. The Chief of Fire Prevention performs routine duties independently with almost no supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation and sets goals and objectives for one fire department division as assigned. Recommends management policies, goals, and objectives for consideration by a superior officer. Oversees the overall control of the Fire Prevention Division, Fire Inspection Division, Fire Investigation Division, and Public Fire Education Division. Inspects division operations, evaluates the effectiveness, and takes appropriate action to correct or improve problem areas. Conducts research and oversees the planning for programs and activities of the division. Recommends changes in department operations that will help the jurisdiction improve ISO ratings, and monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations, and determines if changes in division policies and procedures are needed. Plans and organizes departmental operations having to do with equipment, apparatus, and operating units and distribution of units. Aids superior in planning and organizing departmental operations regarding personnel, and making decisions concerning the use of equipment and deployment of personnel. Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Reviews incident reports written by suppression personnel to determine if action is needed, and investigates complaints against division personnel and formulates a recommendation. May perform the duties of the fire chief in the absence of the chief.

Reviews and delegates assignments including authority to subordinates for the more effective operation of the department as allowed by law. Outlines responsibilities and duties, and sets task priorities and long term goals. Provides the necessary supplies, tools, and resources for subordinates to complete their jobs economically. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Reviews reports written by subordinates, and monitors work pace and progress in

order to determine needed revisions, training, or assistance. Supervises and evaluates work performance of subordinates and writes evaluation reports. Discusses performance of subordinates and provides assistance to subordinates in technical areas or work. Assists superior in counseling employees experiencing work problems to aid in defining, identifying, and establishing solution for the problem. Handles employee grievances of working conditions, and motivates employees by evaluating their job needs and seeking ways to enrich the job. Provides for employee growth, career development, and on-the-job training for department members.

Oversees and performs inspections of the interior and exterior of buildings including portable fire extinguishers, fixed fire extinguishing systems, fire detection and alarm systems, and electrical hazards. Inspects fire hydrants and storage areas for proper usage. Prepares for an inspection by reviewing previous reports, building plans, and occupancy codes. Enforces fire prevention codes by reinspecting buildings where violations of fire codes occurred and, if necessary, working with law enforcement officers to issue citations, assess fines, serve court summonses or stop work orders for non-compliance. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspection, and outlining conclusions and recommendations from findings. Contacts the owner/occupant upon arrival at the inspection site, obtains permission for the inspection, and provides a briefing detailing the inspection procedure. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient. Performs and supervises field sketching of an inspected building, and takes and records photographs to document the conditions during the inspection. Discusses inspection findings with building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Supervises and receives appeals for exemptions from provision of fire codes, analyzes the request, makes a decision to grant or deny the appeal, and notifies the applicant of the decision on the appeal. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Researches and writes formal recommendation for addition or changes in fire prevention codes and submits to the appropriate city or state official and agency. Collects information and develops pre-fire plans based on information gathered during visits to businesses, schools, and other places of public assembly.

Responds to all fire and medical related emergency calls received by the department, and supervises subordinates while acting as part of the fire attack team as necessary. Investigates fire to determine whether it was a result of natural causes, carelessness, or arson, and completes a fire investigation report. Restricts access to the fire scene by placing guards, ropes, barricades, or other markers to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Conducts interviews with witnesses and firefighters regarding circumstances that may have been noted before or during the fire such as: the appearance, size and location; flame and smoke colors; odors and sounds; suspicious spectators; and building contents. Examines exterior and interior of fire structure including vehicle fires to notate the point of origin, direction of fire, and looks for indications of accelerant use. Checks the surrounding area for unusual debris such as containers that may have held ignition or acceleration materials; identifies and preserves for evidence any tracks, footprints, or related markings not made in normal use of the building or by firefighters. Searches for, identifies, and collects evidence using accepted collection procedures, and preserves any evidence. Creates

diagrams and takes photographs of the interior and exterior of the building and keeps accurate records. Takes extensive notes concerning each phase of the investigation. Identifies the heat source and combustible material, and determines the cause of the fire. Acts as a liaison with law enforcement, other arson investigation agencies, and public prosecutor's office to exchange information to facilitate successful disposition of cases.

Identifies the most important local fire problems, and develops fire prevention education curriculum by analyzing the target audience; designing the appropriate method for presentation; and evaluating the effectiveness of the program. Develops support for the fire safety program within the community, involving business leaders in public education efforts. Aids superior in determining what fire safety content, format, and instructional materials should be distributed to the community. Manages maintaining a reference library on inspection, investigation and public fire education topics. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organizations. Informs the public in matters of injury prevention and control, and oversees and educates the public about fire hazards and conditions, injury prevention, tenability, human behavior during fires, built-in fire protection, and fire dynamics. Provides information on firefighter personal protective equipment, gear, tools, and fire apparatus.

Oversees and tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Arranges for the repairs and maintenance of department facilities, equipment, or operating systems, and inspects repairs to see they were properly completed. Reviews products in order to make appropriate purchasing recommendations, and purchases equipment within purchasing procedures. Orders and maintains inventory of supplies and equipment for the department and for fire prevention personnel. Assists in preparing expenditure estimates and authorizing expenditure of funds in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records for proper submission. Aids in the management of accounting for the money and assets for the entire department and an assigned department division.

Coordinates the work of the department with related federal, state, and local agencies, releasing information or providing assistance in projects of mutual concern to the agency and Fire Prevention Division. Serves as division representative to the news media, and responds to questions from the public about the operation of the Fire Prevention Division. Aids a superior officer in the supervision of subordinates preparing and maintaining records and reports of an assigned division. Receives and evaluates requests for release of fire prevention records following applicable laws and departmental policies. Performs and supervises the completion of forms and records assigned, in addition to fire inspection or investigation reports. Analyzes data needed, and writes reports and letters to address needs of the division, using logical organization, correct grammar, and an accepted format for business correspondence. Conducts tours of the department facilities for school or civic groups, and oversees scheduling of field trip to the fire department facilities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Chief of Fire Prevention BA Original Adoption: 04-18-19 Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Manages the division of the department with primary functions including clerical or secretarial duties, accounting, or records-keeping and develops new procedures for office functions. Opens incoming mail, places telephone calls, schedules appointments, and keeps records of schedules. Acts as receptionist to visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices. Sorts and distributes mail to the proper person, section, or office, answers any telephone calls coming in on assigned lines, and answers questions and handles any routine request by visitors to the office. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Processes outgoing mail and interdepartmental correspondence, takes dictation, transcribes from notes, and proofreads typed material. Replies to any routine correspondence and composes business letters using correct grammar and punctuation. Performs public relations duties such as answering telephone inquiries about departmental operations.

Maintains roster of departmental personnel. Locates and retrieves information or documents from hard copy or computer files. Operates a computer terminal, performs appropriate back-up function in computer files, and uses computer scanning equipment to enter records or documents into computer database. Operates a facsimile machine, copying machine, and a calculator. Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Receives department records and reports and processes or files them according to department procedures. Enters routine information in department records,

such as accounting records, personnel records, information files, or other related files. Fills out all forms or records required and compiles and organizes data needed for reports.

Maintains a library of materials for reference by department personnel and sets up a filing system. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically or numerically. Extracts information or summarizes contents of files for use by department personnel. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Reads incoming materials and sorts according to subject matter.

Accounts for the money and assets of an assigned division of the department. Makes calculations necessary to compute payroll and prepares payroll records. Takes complaints from employees about pay and deals with payroll section regarding errors or changes. Collects fines and bond money and issues receipts. Types up and receives money for building permits. Prepares monthly mayor and council reports and sells fire reports.

Maintains the inventory of supplies and equipment, prepares purchase requisitions, and orders and distributes supplies and equipment. Gets estimates on repair costs for any assigned equipment, locates repair services, and arranges for repairs and maintenance.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the

applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

Must possess a valid driver's license.

Secretary to the Fire Chief BA

Original Adoption: 02-28-19

Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Patrol the entire city or an assigned part thereof and investigate all irregular conditions and circumstance, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, and make arrests as required by law.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior, however, special assignments are usually carried out under the immediate and special supervision of a superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.

Give special assistance to fire trucks, ambulances, doctor's cars, and public utility emergency repair vehicles in getting through traffic and congested area during emergencies;

Direct traffic and keep it moving; mark cars for overtime parking, investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities, be on the lookout for wanted and missing persons, stolen cars and property;

Answer questions for, direct, and assist the public;

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol cars;
Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and incriminating evidence;

Escort prisoners to headquarters and have them booked on charges;

Escort prisoners to court and testify in court, when required;

Make reports.

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 twenty one (21) years of age.

Police Officer BA

Original Adoption: 05-20-63

Revision Dates: 05-01-67, 11-24-70, 06-16-75, 06-08-71, 07-26-93, 03-27-95, 09-17-01,
04-02-07, 06-13-14

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 in 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 communications system, handle office details of arrest, 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 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 BA

Original Adoption: 05-20-63

Revision Dates: 03-23-67, 06-16-75, 09-25-89, 07-26-93, 04-02-07

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible supervisory police work in directing the law enforcement activities of subordinate officers on an assigned shift. This class ranks immediately below that of Assistant Police Chief. An employee of this class may act in the capacity of Police Chief in the absence of the Police Chief and the Assistant Police Chief.

EXAMPLES OF WORK

(Illustrative only)

Organize the force into working units on an assigned shift;

Assign tasks to subordinates and review operations;

Instruct subordinate officers as to methods and procedures;

May act in capacity of Police Chief in the absence of the Police Chief and the Assistant Police Chief;

Direct raids and make arrests;

Check arrests made by subordinate officers;

Assist in investigation of major crimes committed in the city;

Investigate complaints;

Keep records and write necessary reports;

Perform related duties as required.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire 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 Captain BA

Original Adoption: 10-25-65

Revision Dates: 04-28-74, 09-25-89, 07-26-93, 04-02-07

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves personal performances and supervision of other employees in important and varied phases of police work, and requires a high degree of responsibility and skill in the proper execution thereof. This class ranks immediately below that of Chief, and in the Chief's absence, the Assistant Chief temporarily assumes full command of operations, is responsible directly to the Chief of Police and is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(Illustrative only)

Assists the Chief of Police in planning, directing and supervising the general activities of the Department;

Act in capacity of Chief anytime the Chief is absent;

Instruct subordinate officers and employees as to methods, procedures and policies;

Assign tasks to subordinates, and review operations;

Investigate complaints;

Direct raids and make arrests, as necessary;

Check all arrests occurring while on duty or in the absence of the Chief;

Assist in the investigation of all major crimes and offenses committed in the City;

Perform special law enforcement or investigation duties as may be personally assigned by the Chief;

Keep records, prepare reports, and answer correspondence as may be necessary or required;

Assist the Chief in promoting peace and harmony among the employees of the Department;

All other related work.

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 Captain immediately preceding closing date for application to the board.

Assistant Police Chief BA

Original Adoption: 05-20-63

Revision Dates: 10-25-65, 09-25-89, 07-26-93, 04-02-07

POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

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

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities of the police department. The chief is required to be on duty or subject to call at all times, and is accountable to the city government.

EXAMPLES OF WORK

(Illustrative only.)

Organize work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations; and divide the personnel into forces or platoons for the effective performance of departmental activities, or as may be required by laws;

Direct and supervise generally or specially, as the needs of the service may require, all activities of the department;

Instruct subordinate officers as to methods, procedures, and policies;

Assign tasks to subordinates and review operations;

Investigate complaints;

Direct raids and make arrests, as necessary;

Check all arrests and dispositions thereof;

Personally supervise and assist in the investigation of all major crimes or serious offenses committed in the city;

Make frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters;

Provide and maintain procedures for the preparation, maintenance and disposition of departmental records and reports of activities;

Receive reports and check work of subordinates for compliance with law and established procedures, personal knowledge of activities, and efficiency in performance;

Establish contacts and arrange for receiving and giving reports, records, and assistance to other law enforcement agencies such as the F.B.I. and state police, etc.

Cooperate with social welfare agencies, civic clubs, and organizations, and the general public in preventing juvenile delinquency, crime, and bettering the common good, and protection of society;

Assist in the preparation of departmental budget and operate within it, if possible;

Dispense information to the public regarding city ordinances, departmental policies, objectives, and activities;

Keep records, answer correspondence, and prepare reports;

Promote peace and harmony among the employees 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.

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 criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate, and at least ten (10) years of progressively responsible experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief BA

Original Adoption: 05-20-63

Revision Dates: 12-16-74, 06-08-81, 09-25-89, 07-26-93, 04-02-07, 06-13-14

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 commander.

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.

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

Police Communications Officer BA

Original Adoption: 05-20-63

Revision Dates: 07-28-75, 06-08-81, 12-27-82, 06-06-83, 08-31-98, 09-17-01, 04-02-07,
06-13-14

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative support position, the primary duties of which are assisting the Police Chief by performing administrative functions and maintaining the organization of schedules and files. The Secretary to the Police Chief prepares correspondence for the chief, maintains the chief's scheduled appointments, and acts as receptionist for the police department. The incumbent of this class oversees the preparation of payroll and performs necessary research for the department, as directed by the Chief. The Secretary to the Police Chief performs routine duties independently with some supervision, receiving assignments from, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Manages the division of the department with primary functions including clerical or secretarial duties, accounting, or records-keeping and develops new procedures for office functions. Assists the Police Chief by performing public relations duties such as answering telephone inquiries about department operations. Schedules appointments for the Police Chief, keeps records of schedules, and notifies the chief of appointments, meetings, or other scheduled events. Acts as receptionist to visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices. Answers any telephone calls coming in on assigned lines, handles routine matters, or transfers caller following department procedures. Answers questions and handles any routine requests by visitors to the office. Reads incoming materials and sorts according to subject matter.

Opens incoming mail, sorts, and distributes mail to the proper person, section, or office. Assists the Police Chief by typing letters, forms, memos, statements, formal reports, or any other assigned documents. Processes outgoing mail and interdepartmental correspondence. Proofreads typed material, corrects errors for superiors, and replies to any routine correspondence. Aids the Police Chief with composing business letters, stamps material to record date and/or time that the material was received, and fills out all forms or records required. Receives department records and reports, processes them according to department procedures, and enters routine information in department records. Writes reports, prepares felony folder for district court, and prepares misdemeanor reports for city court.

Assists the Police Chief with making calculations necessary to compute payroll. Prepares payroll records, takes complaints from employees about pay, and deals with payroll section regarding errors, changes, or other matters related to payroll. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Collects fines and bond money and issues receipts. Aids the Police Chief with maintaining the inventory of supplies and equipment for an assigned division, preparing purchase requisitions, and ordering and distributing supplies and equipment.

Maintains roster of department personnel and maintains a library of materials for reference by department personnel. Sets up a filing system and revises such system when necessary. Files records in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, geographically, by subject matter, by code, or by the Henry System. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Keeps records on materials removed from files, to whom materials were released, and traces missing files. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Locates and retrieves information or documents from hard copy files and computer files. Operates a computer terminal, copies computer data, uses computer scanning equipment, and operates a facsimile machine or copying machine. Operates a calculator and a word processor. Assists the Police Chief with receiving departmental records and reports and checking them for completeness, accuracy and conformity to established procedures; corrects errors in records and reports or returns them for correction. Aids the Police Chief with periodically inspecting systems and facilities for maintaining records. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

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

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

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

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

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

Must possess a valid driver's license.

Secretary to the Police Chief BA Original Adoption: 02-28-19 Revision Dates:
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