

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF WESTWEGO ---- PARISH OF JEFFERSON**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF WESTWEGO ---- PARISH OF JEFFERSON

#### FIRE SERVICE

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Original Adoption: 12-07-67

Revision Dates: 11-23-70, 09-06-72, 12-20-74, 05-11-76, 03-24-77, 05-13-80, 12-09-80,  
06-14-83, 03-08-94, 01-16-96

# **FIRE SERVICE**

## **FIREFIGHTER/OPERATOR**

(Competitive Class)

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

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

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 must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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

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.

After offer of employment, but before beginning work in this class plan, must pass a medical examination prepared and administered 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 WE

Original Adoption: 12-07-67

Revision Dates: 07-08-76, 06-14-83, 06-12-90, 03-08-94, 01-10-95, 06-03-08, 02-12-19

# ASSISTANT FIRE CHIEF

(Promotional Class)

## GENERAL STATEMENT OF DUTIES

This is a highly responsible position in the fire department in directing the activities of line operations of the department and assisting the chief in performing such administrative duties as are assigned. Assistant chiefs may be given responsibility to work an assigned shift and supervise all functions of the units working that shift including fire fighting, life saving, fire prevention, and records-keeping. This class ranks immediately below that of Fire Chief and in the absence of the fire chief, an assistant chief will be assigned to assume command of department operations. Work is reviewed by the fire chief both orally and through written reports.

## EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Assumes command of the operations of the department in the absence of the fire chief.

Responds to alarms received on an assigned shift or as otherwise directed; directs and supervises employees and/or volunteers at the fire scene in fighting fire, rescue operations, and salvage and overhaul.

Supervises the maintenance of departmental equipment and keeps records of the use and deterioration of such equipment.

Keeps such departmental records as may be required including data on fires and personnel records, and furnishes such information to those lawfully entitled.

Purchases or recommends the purchase of equipment and supplies, keeping such purchases or recommendations for such within the budget provided.

Performs related duties as assigned.

## QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must be a regular and permanent employee in good standing in the class of Firefighter/Operator.

Assistant Fire Chief WE

Original Adoption: 05-13-80

Revision Dates: 09-14-93

# SECRETARY TO FIRE CHIEF

(Competitive Class)

## **NATURE OF WORK**

This is responsible clerical work in the office of the fire chief. The employee of this class relieves the fire chief of many minor administrative details, typing of reports and correspondence, keeping of records, maintenance of files, and transmittal of instructions from the chief. Is to stand by at radios in time of emergency. Work is performed under the direct supervision of the fire chief.

## **EXAMPLES OF WORK**

Types correspondence, reports, memorandum, forms and other materials related to the operation of the fire department;

Maintains records and files of the department;

Answers the telephone; relays orders and instructions with the authority of the fire chief;

Answers the radio in case of emergency and business.

## **QUALIFICATION REQUIREMENTS**

Must not be less than 18 years of age;

Must have a combination of experience and training which indicates sufficient possession of the knowledges, skills, and abilities listed above to satisfactorily perform the required work;

Must successfully pass a medical examination sufficient to indicate, in the opinion of the local civil service board, satisfactory performance of work;

Must successfully pass a civil service examination testing aptitude for beginning work in the class.

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.

Secretary to the Fire Chief WE
Original Adoption: 01-16-96
Revision Dates: 02-12-19

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

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

This work involves the responsibility for performing routine police work consisting of patrol, traffic regulation, and other duties. This work may be performed in automobiles or on foot. The entire city or an assigned part thereof is patrolled and irregular conditions, circumstances, suspicious persons, and other activities are investigated. Arrests are made as required by law and other law enforcement activities are performed.

Work of this class is primarily confined to patrol and traffic direction and requires considerable independent ability and responsibility in emergencies. Employees generally work alone but may work as a team.

### **EXAMPLES OF WORK**

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

Patrols assigned area in a radio cruiser car as required;

Reports to headquarters any hazardous conditions found in streets or sidewalks, such as fallen trees, electrical power lines, etc.;

Checks parking meters for violations;

Gives special assistance to fire trucks, ambulances and other emergency vehicles;

Investigates suspicious persons, and unusual situations, etc;

Directs traffic to relieve congestion and investigates traffic accidents;

Maintains order in crowds and public gatherings;

Checks bus and railway stations or other public places for vagrants, disorderly persons, etc.;

Receives and transmits radio messages in radio patrol car;

Escorts parades, funeral processions and convoys;

Serves subpoenas and executes warrants as directed;

Arrests law violators as required by law;

Escorts prisoners to court and testifies in court when required;

Transports prisoners to detention in or out of city;

Makes reports on situations encountered while on patrol;

Performs other related duties as assigned, required or indicated.

### **QUALIFICATION REQUIREMENTS**

Must be not less than twenty-one (21) years of age at time of appointment;

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.

After offer of employment, but before beginning work in this class plan, must pass a medical examination prepared and administered 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 successfully pass a Civil Service examination testing aptitude for beginning work in this class.

Police Officer WE

Original Adoption: 12-07-67

Revision Dates: 01-21-70, 04-23-70, 07-07-70, 05-11-76, 08-15-78, 07-11-89, 07-24-90,  
09-14-93, 03-08-94, 01-10-95, 02-12-19



# SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is experienced and supervisory police work consisting of patrolling the city and supervising the activities of subordinates performing similar duties.

An employee of this class is responsible for patrolling the entire city in a police automobile and gives supervision and offers assistance to other officers as indicated. Work is reviewed by oral or written reports and by the personal observation of higher ranking officers.

## **EXAMPLES OF WORK**

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

Patrols the city alone or with a subordinate officer and makes reports by radio or telephone to headquarters;

Checks subordinate officers in the wearing of their uniforms and the performance of their duties and gives supervision, makes suggestions, or offers assistance as required;

Checks automobile accidents, takes steps to keep other motorists and bystanders out of danger, supervises or conducts the investigation of accidents and the removal of injured to hospitals;

Directs traffic to reduce or eliminate congested traffic conditions;

Enforces motor vehicle laws and ordinances and parking ordinances;

Checks vehicles and licenses to regain stolen automobiles and for wanted persons, investigates vehicles parked illegally, abandoned, or under suspicious circumstances;

Offers informational aid and assistance to motorists and the general public;

Reports any breach of duty or inefficiency to a superior officer;

Makes daily reports as required;

Makes arrests as required by law;

Performs other related duties as assigned, required, or indicated.

## **QUALIFICATION REQUIREMENTS**

Must be a regular and permanent employee in good standing in the class of Police Officer for 2 years. (Time to be computed from date of confirmation as Police Officer.)

After offer of promotion, but before beginning work in this class plan, must pass a medical examination prepared and administered 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 successfully pass a civil service examination testing aptitude for beginning work in this class.

Sergeant WE

Original Adoption: 12-07-67

Revision Dates: 05-11-76, 11-24-76, 03-24-77, 09-14-93, 01-10-95

# POLICE LIEUTENANT

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

This is responsible line police work involving both supervisory and non-supervisory duties. Employees of this class may instruct, supervise, and assist subordinate police officers involved in traffic control and accident investigation, general patrol work, and other assigned department duties. They also personally perform records-keeping, criminal investigation, and related duties as assigned.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Supervises subordinate police officers engaged in traffic control, traffic accident investigation, general patrol, and other duties assigned, offering advice and assistance as needed; assigns tasks to subordinates and reviews their work, making periodic reports on such to supervisors.

Provides informal instruction in police methods, procedures, and policies to subordinate officers.

Assists in the investigation of all major crimes, personally performing or supervising subordinates performing duties such as finding, identifying, and preserving evidence, interviewing or interrogating victims and witnesses, searching for additional data to lead to arrest of suspects, etc.; makes arrests; testifies in court when required.

Supervises or assists in the investigation of all minor crimes, missing, persons, missing property, etc.

Performs duties necessary for the care of prisoners or for the maintenance of the jail facility such as arranging for transportation of prisoners, supervising booking, arranging for food and medical care, and maintaining security.

Supervises all department activities relating to juveniles; cooperates with other organizations and civic groups assisting juveniles.

Keeps all records and completes all reports relating to assigned activities.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must be a regular and permanent employee in good standing in the class of Sergeant for one (1) year.

After offer of promotion, but before beginning work in this class plan, must pass a medical examination prepared and administered 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 Lieutenant WE

Original Adoption: 05-11-76

Revision Dates: 11-24-76, 03-24-77, 05-13-80, 09-14-93, 01-10-95

# POLICE CAPTAIN

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Line police work of a highly technical and responsible nature is required of employees in positions of this class. This class ranks directly below that of Police Chief and a police captain will be given authority for the command of the police department in the absence of the police chief. In addition, the police captain is responsible for assisting the police chief in the organization and administration of the police department and for the additional duties of investigation of major crimes, investigation of complaints against the department or department officers, and supervision of all general office functions of the department including maintenance of departmental records.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Acts as police chief in the absence of the police chief.

Assists the police chief in organizing the department into working units, assigning personnel, and maintaining discipline within the department; may also give regular or special instructions to subordinates, review their work, and make evaluations of such.

Conducts primary investigations of major crimes committed within the city; supervises subordinate employees who assist in primary investigations and perform follow-up investigations.

Investigates complaints against the department or against officers in the department.

Supervises all general office functions for the department; answers correspondence when required; provides for and supervises the maintenance, storage, and disposition of all departmental records and reports; supervises all department clerical employees.

Makes regular inspections of all moveable and immoveable property of the department; orders supplies and equipment.

Takes complaints from the public; answers inquiries concerning city ordinances, department policies, etc.; answers questions from and gives reports to news media; works with other law enforcement agencies, giving and receiving assistance when required.

Develops and institutes formal and informal training programs for the department; develops safety education and other instructional programs for use in schools and by civic organizations.

Operates or supervises the operation of police communications equipment at headquarters.

Plans and directs traffic flow and develops solutions for traffic related problems, assigning officers to direct traffic when necessary.

Directs or assists the police chief in directing any large scale police activities of the department; makes arrests when required.

Serves or supervises subordinates in serving official papers such as warrants, summonses, subpoenas, etc.

May also patrol the city to assist and supervise subordinate employees in performing patrol and traffic duties; assist or supervise the work of subordinate employees relating to juveniles.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must be a regular and permanent employee in good standing in the class of Police Lieutenant for two (2) years.

After offer of promotion, but before beginning work in this class plan, must pass a medical examination prepared and administered 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 Captain WE
Original Adoption: 05-13-80
Revision Dates: 09-14-93, 01-10-95

# JUVENILE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the police service, the primary duties of which include the investigation of crimes by and against juveniles and all necessary follow-up duties including attending juvenile court. Employees of this class work independently in most areas, reporting to and having work reviewed by a Police Captain.

## **EXAMPLES OF WORK**

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

Maintains surveillance and patrol presence in places where youth problems are likely to develop. Gathers intelligence relating to youthful offenders, with particular emphasis on gang membership and activities, drug use, and criminal activity. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Performs all necessary procedures for the booking of juveniles arrested. Obtains medical attention for arrested juvenile who is ill, incapacitated, or who has a suspected or reported health problem. Interrogates juveniles and communicates with their parents or legal guardian, to explain the law and penalties for alleged offenses. Confers with court officials about possible detention of juvenile(s) and the appropriate charges. Locates the appropriate detention facility and transports juvenile(s) to the facility.

Reviews incoming communications, handling matters, and forwards messages to the proper person. Makes initial investigation of complaints as assigned by dispatcher or desk officer, taking statement and receiving information from complainant, interviewing victims or witnesses, and recording information received. Searches the scene of a crime to locate possible evidence which may be used to provide proof of the crime. Collects evidence located and labels collected evidence in a manner designed to protect the chain of possession. Testifies in court after having received official notice to do so.

Maintains departmental records and reports as required. Personally completes necessary forms or records required. Compiles and analyzes data for and writes narrative reports by organizing and assembling information to effectively communicate data,

conclusions, and recommendations. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Provides on-the-job training for department members.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment or promotion, a candidate will be required to pass a medical examination, prepared and administered by the Appointing Authority, designed to determine the candidate's ability to perform, with or without accommodation, the essential functions of the classification.

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

Must have at least two (2) years as a regular and permanent law enforcement officer immediately preceding the closing date for application to the board.

Must be POST certified.

Juvenile Officer WE

Original Adoption: 03-08-94

Revision Dates: 06-03-08, 02-12-19



# SECRETARY TO POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF WORK**

This is a technical, highly responsible stenographic and clerical classification. Work involves accurate typing and the making of complex reports and records. This class shall be under the supervision of the chief of police.

## **EXAMPLES OF WORK**

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

Transcribes general dictation, proof reads and sends out correspondence, routes incoming mail not requiring a superior's attention;

Makes police chief's reports to the mayor, both annual and monthly, on all law enforcement activities in the city;

Makes uniform crime report to the F.B.I., both monthly and annual, from offense reports filed by the department of robberies, burglaries, auto thefts, homicides, etc.;

Makes traffic accident summaries, both monthly and annual;

Takes statement from witnesses and confessions from prisoners at police station and elsewhere;

Interrogation of female prisoners and suspects;

Types index cards on all individual arrests and maintains files on all arrests;

Types fingerprint cards;

Gives information to government agencies;

Operates radio when necessary;

Operates adding machine in computing figures for reports;

Operates teletype machine to receive and transmit messages;

Performs other related work as required.

## **QUALIFICATION REQUIREMENTS**

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

Must have the ability to use a typewriter;

After offer of employment, but before beginning work in this class plan, must pass a medical examination prepared and administered 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 pass a civil service examination testing aptitude for beginning work in this class.

Secretary to the Police Chief WE

Original Adoption: 09-06-72

Revision Dates: 09-14-93, 01-10-95, 02-12-19