

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF WINNFIELD ---- PARISH OF WINN**

**Contents**

**OCCUPATIONAL INDEX TO CLASSES ..... 2**

**FIRE SERVICE ..... 3**

    FIREFIGHTER/OPERATOR ..... 3

    FIRE CAPTAIN..... 5

    ASSISTANT FIRE CHIEF ..... 8

    FIRE CHIEF..... 11

**POLICE SERVICE ..... 14**

    POLICE OFFICER..... 14

    POLICE SERGEANT ..... 16

    POLICE LIEUTENANT ..... 18

    ASSISTANT POLICE CHIEF ..... 20

    POLICE COMMUNICATIONS OFFICER..... 22

    JAILER ..... 24

    SUPERVISOR OF JAIL..... 26

    SECRETARY TO THE POLICE CHIEF ..... 29

# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF WINNFIELD ---- PARISH OF WINN

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

ASSISTANT FIRE CHIEF \*\*

FIRE CHIEF \*

#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*

POLICE SERGEANT \*\*

POLICE LIEUTENANT \*\*

ASSISTANT POLICE CHIEF \*\*

##### LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER \*

JAILER \*

SUPERVISOR OF JAIL \*\*

SECRETARY TO THE POLICE CHIEF \*

\*Competitive class

\*\*Promotional class

WI Index

Original Adoption: 05-26-66

Revision Dates: 10-00-66, 12-07-72, 04-21-75, 10-06-75, 04-15-76, 03-27-79, 06-05-79,  
02-13-81, 06-12-84, 06-22-93, 06-28-94, 07-22-08

# **FIRE SERVICE**

## **FIREFIGHTER/OPERATOR**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

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

### **EXAMPLES OF WORK**

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

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.

Serves as a witness to present evidence leading to indictment and conviction of violators of fire prevention laws and ordinances.

Instructs employees, civic groups, and school children in the use of fire prevention equipment, in fire prevention practices, and the proper course of action to be followed in the event of fire.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must be not less than eighteen years of age.

Must possess a valid driver's license.

Firefighter/Operator WI
-------------------------

Original Adoption: 05-26-66
-----------------------------

Revision Dates: 04-21-75, 10-04-76, 06-05-79, 06-12-84, 03-27-96, 01-04-07, 10-18-12
--

# FIRE CAPTAIN

(Promotional Class)

## GENERAL STATEMENT OF DUTIES

This class comprises responsible supervisory positions in fire suppression. Employees of this class are responsible for overseeing the work of all lower ranking employees both at the fire scene and at the station, and are in charge of overseeing any volunteer personnel reporting to assist in fire suppression. They may perform duties such as driving vehicles to and from the scene of a fire, checking equipment, completing records and reports, and inspecting public buildings. The fire captain normally receives general instructions only from the assistant fire chief with authority to work independently in most areas. This class ranks directly below that of Assistant Fire Chief.

## EXAMPLES OF WORK

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

Supervise all employees on a shift by reviewing work performance and correcting errors or offering suggestions; relay information from subordinate officers to superiors; call roll or check personnel at station at beginning of shift; may review records of previous shift activity; issue orders or assign work for the day.

Fill in personnel records (sick leave, annual leave, etc.) for all employees on a shift; write employee evaluation reports; recommend discipline of employees to department head.

Assume command of fire scene operations and direct all firefighting and rescue operations; supervise overhaul operations after fire; release information about working fires to news media.

Provide for the repair and upkeep of station and equipment by reporting all repair or replacement needs to superior; draw up specifications for firefighting equipment.

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

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

Perform a check of the following systems on assigned vehicles: radio, battery, brakes, coolant, electrical, fuel, lubrication, oil levels, tires, hydraulic; fill out fire truck maintenance report;

may clean assigned vehicles after use or otherwise as required; replace oil and/or water in vehicles as indicated by regular checks.

Drive or tiller assigned vehicle to and from scene of fire or emergency; at fire scene operate booster tank, operate pump to draft or to supply water, operate aerial ladder, operate elevating platform, operate emergency medical vehicle, distribute tools and equipment, assist in donning breathing apparatus, relay radio messages between headquarters and firefighting personnel, hook up any additional hoses that are required, keep track of all tools and equipment taken from truck.

Routinely and after fires, check all hand tools and equipment on the fire truck to make sure that they are the accustomed place and in proper working order; pick up all hoses, ladders, tools, and equipment and replace on the fire truck before leaving fire scene; reload fire truck after returning to the station (put on new hose, fill water tank, check air packs, etc.); report any missing equipment or equipment out of order to designated superior; perform regular check of equipment such as fire pump, aerial ladders, tillers elevating platforms, emergency medical equipment, to make sure they are in proper working order.

Personally performs firefighting, rescue, first aid, salvage, and overhaul duties assigned to lower ranking employees at scene of fire or emergency.

Look for, report, protect and preserve any evidence of arson.

Inspect public assemblies (theaters, civic centers, etc.), to ensure that exits are clearly marked and operate properly, and that exits and aisles are kept clear of spectators and obstructions; collect information for pre-fire planning; prepare, draw, or sketch plot plans; operate Geiger counters when needed to detect any possible radiation hazard; inspect homes or commercial buildings for fire hazards such as faulty wiring, overloading circuits, etc. and recommend corrections for unsafe practices and conditions.

Perform as dispatcher to receive telephone or still box alarm from public, and inform appropriate companies of location and nature of emergency.

Flush hydrants periodically or when requested; perform routine checks and maintenance on fire hydrants, (for example, grease threads, open hydrant to see if there is water, paint color codes on top of hydrant, etc.); fill out reports on hydrants after routine or emergency checks; check for location of gas leaks and notify utility company.

Check auxiliary power generator (fuse, oil, etc.) and run it for a while to insure working order.

Read and study firefighting training materials, procedures, and regulations on an individual basis; participate in training and/or drills on ladders, hoses, connections, aerial ladders, etc.; attend special training courses and schools such as LSU fire training school, EMT and CPR courses, etc.

May also show films and give talks to school groups, etc.; participate in community projects and charity drives; conduct tours of the fire station for children, clubs, etc.; clean fire station (dust, mop, clean bathrooms, kitchen, make beds, wash down driveway) and perform routine maintenance and upkeep of station (cuts grass, rakes, minor repairs.)

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must be a regular and permanent employee in the class of Firefighter/Operator for at least one (2) years immediately preceding closing date for application to the board.

Must possess a valid driver's license.

Fire Captain WI
Original Adoption: 02-13-81
Revision Dates: 03-27-96, 10-18-12, 02-29-16

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class encompasses a responsible supervisory and administrative position, the primary duty of which is assisting the Fire Chief in overseeing all operations of the fire department. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief also assists in the care and maintenance of all department equipment and property, in conducting a fire inspection and investigation program, in assisting in the record keeping functions of the department, and in performing public relations duties, in addition to taking command and directing activities at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class perform duties with little supervision, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Assists the Fire Chief in managing the operations of the fire department. Performs the duties of the Fire Chief in the Chief's absence. Assists in setting management policies, goals, and objectives for the department, and in determining how the department should be organized. Conducts inspections of various divisions of the department and observes department operations.

Reads correspondence addressed to the fire department and determines the type of action to be taken in reply. Keeps abreast of new laws, regulations, ordinances, and court rulings related to fire department operations.

Prepares budget for one assigned function or division of the department and assists in the preparation of the operating budget for the entire department. Gathers information to be used in compiling the budget, prepares estimates for revenues and expenditures.

Supervises the general care and maintenance of department equipment, apparatus, and property. Arranges for repairs and maintenance, and inspects after repairs to assure that repairs are properly accomplished. Maintains inventory of, disburses, and reorders supplies and equipment as required. Prepares specifications for new equipment, and purchases equipment and supplies, keeping such purchases within the established budget.

Supervises the preparation and maintenance of departmental records and reports, reviews records completed by subordinates, and periodically inspects the record-keeping systems and facilities. Personally completes records and reports as assigned. Writes requests for grants or other special funds to aid in the operation of the fire service. Writes letters addressed to the fire department in answer to written or oral requests.

Answers questions for the public about the operations of the fire department. Coordinates special projects related to public relations and to the image of the fire department. Acts as a consultant for volunteer fire departments, and coordinates the work of the department with related federal, state, and local agencies.

Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to exposures, and source of water supply. Takes charge of all safety procedures. Maintains communication between the fire scene and other authorized personnel, and calls for assistance when needed. Directs emergency scene operations and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage and overhaul, and emergency medical procedures. Personally acts as part of the fire attack team. Participates in handling emergencies involving hazardous materials.

Supervises subordinate employees. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Assigns work schedules and duty areas.

Inspects the appearance of subordinate employees and assigned equipment. Discusses subordinate's work performance with subordinates and with the Fire Chief.

Develops a training program for the department, and provides for regular employee training at all levels within the department. Personally trains personnel through formal classroom instruction, drills and evolutions, and informal "on-the-job" training.

Directs the inspection of buildings to determine the existence of potential fire hazards. Enforces fire prevention codes for public assemblies, the handling, storage, and use of combustible materials, flammable liquids, and explosives. Recommends revisions in fire prevention codes. Collects information for pre-fire planning, including reviewing plans and blueprints for new construction. Makes recommendations concerning such plans.

Investigates the causes, origins and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Collects and labels evidence of suspected arson. Assists investigating personnel. Testifies in court when required.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a 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 reasonable accommodation.

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

Must possess a valid driver's license.

Assistant Fire Chief WI

Original Adoption: 03-27-79

Revision Dates: 06-05-79, 02-13-81, 03-27-96, 01-04-07, 10-18-12, 02-29-16

# FIRE CHIEF

(Competitive Class)

## GENERAL STATEMENT OF DUTIES

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

## EXAMPLES OF WORK

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

Directs and supervises subordinate employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire.

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority and keeps such purchases or recommendations for purchase within the budget.

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

Investigates the cause, origin, and circumstances of all fires occurring in the city and especially investigates whether such fires are the result of carelessness or the act of an incendiary and reports all facts relating to such as provided by law.

Directs the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic in the manner and within the limits prescribed by law or by and with the authority of the municipal government.

Informs the public of the necessity and methods of civilian cooperation in fire prevention work by means of talks, demonstrations, distribution of literature to schools, churches, organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, theaters, etc.

Provides for employee training.

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

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

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

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.

Must possess a valid driver's license.

Must not be less than thirty (30) years of age.

### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

#### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least four (4) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **AND** must have at least six (6) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief WI

Original Adoption: 05-26-66

Revision Dates: 06-05-79, 03-27-96, 11-29-11, 02-29-16

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Performance of routine work of the police department as specially assigned while being trained on the job for more responsible and skilled work of an experienced police officer.

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

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

### **EXAMPLES OF WORK**

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

Assists in patrol work.

Makes arrests in accordance with the law.

Marks cars for overtime parking.

Helps keep traffic moving.

Makes traffic accident reports.

Answers questions for and directs public.

Assists children, crippled, blind, or elderly persons in crossing streets, etc.

Helps maintain order in crowds and at public gatherings.

Performs various other duties as required or 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.

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

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

Must possess a valid driver's license.

Must be not less than eighteen years of age.

Police Officer WI

Original Adoption: 05-26-66

Revision Dates: 04-21-75, 10-04-76, 06-05-79, 03-27-96, 10-18-12

# POLICE SERGEANT

(Promotional Class)

## GENERAL STATEMENT OF DUTIES

Assists in the supervision of the law enforcement activities of subordinate police officers and employees, and related work as required or as assigned.

## DISTINGUISHING FEATURES OF THE CLASS

This is an important law enforcement position involving responsibility for directing and supervising the activities of a group of police officers according to established police procedures and policies outlined by the Chief. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods, as directed by the Chief. Special assignments are usually carried out under the immediate and special supervision of a superior officer.

## EXAMPLES OF WORK

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

Instructs subordinates as to methods and procedures.

Assigns tasks to subordinates, and reviews operations.

Visits specific locations in order to obtain evidence.

Assists in directing the activities of patrol forces and headquarters staff.

Investigates suspects, victims, witnesses, and informers to obtain evidence.

Investigates complaints regarding activities of the department.

Directs raids and makes arrests.

Directs or assists in directing police activities at riots, serious crimes, fires, and unusual disorders.

Supervises the booking of prisoners.

Keeps records and makes reports.

Performs other related duties as instructed by superior.

### **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 for at least one (1) year immediately preceding closing date for application to the board.

Police Sergeant WI

Original Adoption: 05-26-66

Revision Dates: 07-21-69, 04-21-75, 06-05-79, 03-27-96, 10-18-12

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Assists in the planning, directing, and supervision of the operations of the police department. Performs related work as required.

Work of this class involves a high degree of ability and responsibility in assisting in directing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The lieutenant is required to be on duty or subject to call at all times.

## **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.)

Assists the chief, if so directed, in organizing the work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations and dividing the personnel into forces or platoons for the effective performance of departmental activities, or as may be required by law.

Assists in directing and supervising generally or specifically, as the needs of the service may require, all activities of the department.

Instructs subordinate officers as to methods, procedures, and policies.

Assigns tasks to subordinates, and reviews operations, as directed by the chief.

Investigates complaints.

Directs raids and makes arrests, as necessary or as directed by the chief.

Checks all arrests and dispositions thereof.

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city.

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

Provides and maintains procedures for the preparation, maintenance and disposition of departmental records and reports of activities.

Receives reports and checks work of subordinates for compliance with law and established procedures, personal knowledge of activities, and efficiency in performance.

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies.

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

Assists in the preparation of departmental budget and operates within it.

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities.

Keeps records, answers correspondence, and prepares reports.

Promotes 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 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 for at least one (1) year immediately preceding closing date for application to the board.

Police Lieutenant WI

Original Adoption: 05-26-66

Revision Dates: 04-15-76, 06-05-79, 03-27-96, 10-18-12

# ASSISTANT POLICE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Assists the police chief in the planning, direction, and supervision of operations of the police department and performs related work as required.

Work of this class involves personal performance 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 police chief and in the chief's absence the assistant police chief temporarily assumes full command and responsibility for operations in keeping with and following the policies of the police chief or appointing authority. The assistant police chief is subject to call at all times.

## **EXAMPLES OF WORK**

(NOTE: These examples indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assists the police chief in planning, directing, and supervising the activities of the department.

Acts in the capacity of chief any time the chief is absent.

Instructs subordinates as to departmental methods, procedures, and policies.

Assigns tasks to subordinates and reviews operation.

Directs raids and makes arrests as necessary.

Reviews all arrests made while on duty or in the absence of the chief.

Conducts the investigation of major crimes committed in the city.

Performs special law enforcement or investigation duties as may be personally assigned by the chief.

Keeps records, prepares reports, and answers correspondence as may be necessary or required.

Assists the chief in promoting harmony within the department.

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 have not less than five (5) years of law enforcement experience.

Assistant Police Chief WI

Original Adoption: 04-15-76

Revision Dates: 06-05-79, 02-13-81, 03-27-96, 10-18-12

# 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 a police lieutenant.

## **EXAMPLES OF WORK**

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

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 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 of legal age, and passing a civil service examination for the position.

Must be not less than eighteen years of age.

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

Must present a certificate of typing proficiency, certifying ability to type 35 words per minute.

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

Police Communications Officer WI
Original Adoption: 10-06-75
Revision Dates: 10-04-76, 06-05-79, 03-01-82, 06-12-84, 03-27-96, 01-04-07

# JAILER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entrance level positions in the operation of the city jail. Employees of this class maintain the safety and security of the jail facility and of any prisoners in the jail, attend to any medical needs of prisoners, and keep simple records of jail operations. The class of Jailer is non-supervisory in nature, although jailers may be required to give instructions to prisoners. Jailer is the only classification in jail operations and employees of this class report to and have work reviewed by the Police Lieutenant in charge of jail personnel.

## **EXAMPLES OF WORK**

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

Assists in booking of prisoners by searching of prisoners, securing of personal property and placing prisoner in a jail cell. Lists information on persons arrested, such as date and time of arrest, name and address of prisoner, charges, and arresting officer's name, in the appropriate record.

Makes periodic inspections of the jail facility and equipment in order to maintain all necessary safety precautions. Maintains cleanliness in jail facility by supervising prisoners who perform maintenance duties.

Sees that prisoners are clean by supervising groups of inmates assembled for baths and exchange of clothing. Makes sure prisoners receive proper meals by serving food to prisoners.

Provides medical aid to prisoners by administering medication or first aid, or performing CPR. Calls physician or notifies supervisor to call physician if any prisoner appears to need medical attention. Assists nurse or doctor who comes to jail to provide medical attention to inmates.

Supervises prisoners, monitors visitors, and inspects packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity.

Accompanies inmates from one facility to another and supervises prisoners assigned to work outside of the jail facility. Maintains security in the courtroom.

Fills out records and reports required by the city, such as prisoner cards, medical records for each prisoner, seized contraband records, booking and release of prisoners, inventory of supplies,

records of personal property of arrested persons, and records of visitors. Files and retrieves records and reports when requested by authorized person. Maintains court docket.

Maintains an inventory of supplies needed in the jail. Inspects and maintains fire extinguishers for use in case of fire.

Prevents or controls fighting or other disruptive behavior among inmates. Disciplines inmates for violation or infractions of rules. Delivers subpoenas to inmates who are bonded out of jail. Uses weapons or other restraining devices to maintain security when necessary.

Participates in training offered or sponsored by the department. Provides on-the-job training for new employees.

Performs related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must not be less than eighteen years of age.

Must possess a valid driver's license.

Jailer WI

Original Adoption: 06-22-93

Revision Dates: 03-27-96, 01-04-07, 10-18-12

# SUPERVISOR OF JAIL

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the jail facility of the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel. The Supervisor of Jail provides for the maintenance of the facility and equipment and the preparation and maintenance of records and reports. The employee of this class ensures that department policies and procedures are followed by subordinate personnel. The Supervisor of Jail works with limited supervision, and reports to and has work reviewed by the Police Lieutenant assigned to Jail Operations.

## **EXAMPLES OF WORK**

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

Manages the operation of the jail facility by overseeing routine and specialized jail functions for the required welfare of inmates, including proper feeding, housing, medical attention, sanitation, and security. Purchases food and orders clothing for inmates. Provides for medical needs of inmates by administering first aid, performing CPR, or by contacting a physician if an inmate needs other medical attention.

Performs booking procedures for arrested persons brought to the jail, including searching, photographing and fingerprinting inmates, and completing necessary arrest records. Makes periodic inspections of the jail facility in order to maintain jail security and to insure that all safety precautions are followed. Performs inmate counts and searches to discover and confiscate contraband items. Screens and monitors visitors, inspecting packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

Controls the movement of inmates within the jail facility. Supervises inmates and trustees in any activities taking place outside cells, such as work, recreational or rehabilitation activities. Drives or accompanies inmates to other locations such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears and counsels inmates with grievances. Prevents or controls disruptive behavior and disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises subordinate employees assigned to the jail facility. Provides training and motivation for all new jail employees, evaluating work needs and assisting subordinates in technical areas of work. Inspects the appearance of subordinate employees; assigns duty areas and work schedules for subordinates. Outlines responsibilities and explains procedures so that employees will know what results are expected from their performance. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department.

Monitors work pace and progress of assigned jobs to determine if procedural changes are needed. Sets task priorities and long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds meetings with jail personnel to exchange reports and information. Maintains discipline among subordinates by conducting corrective interviews and recommending disciplinary action to the appointing authority. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Observes and evaluates the operations of the division and takes steps to correct problems, recommending needed changes in department policy and procedure.

Purchases, organizes, stores and distributes equipment and supplies for the jail facility. Maintains an inventory of supplies needed in the jail. Keeps accounts showing money and assets of the jail. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Periodically checks jail kitchen and bath facilities to ensure they are in proper working order. Arranges for repairs and maintenance of assigned facilities or equipment, inspecting to assure that repairs were completed properly. Investigates all accidents involving department equipment and formulates procedure to avoid future occurrences.

Completes and files forms or records documenting jail activity such as receipt and release of prisoners, court appearances and food costs. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Retrieves records and reports from the files when requested by authorized persons. Reviews reports written by subordinates to determine if their jobs were completed in accordance with departmental procedures.

Reviews incoming communications, making assignments to staff or routing the work to the appropriate person or location. Coordinates the work of the division with related federal, state, and local agencies, relating information and giving assistance when needed. Keeps abreast and informs subordinates of changes in regulations, laws, technical developments, new departmental policies, or related matters. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or for action to be taken. Answers inquiries and handles complaints from the public about the operation of the jail.

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 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 Louisiana driver's license.

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

Supervisor of Jail WI

Original Adoption: 07-22-08

Revision Dates:

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as receptionist for the Chief's office, keeps records for the Police Chief, types records and reports, and assists with financial management duties. The Secretary to the Police Chief performs routine duties independently, with instruction for special duties received from the Police Chief. The incumbent is responsible directly to the Police Chief who directs and reviews work of this class.

## **EXAMPLES OF WORK**

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

Places telephone calls for the Police Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedure. Opens incoming mail for the department or for the Chief's office as directed and distributes mail to the proper person, section, or office. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office.

Types letters, memos, statements, formal reports, or any other documents assigned by the Police Chief. Processes outgoing mail and interdepartmental correspondence. Takes dictation and transcribes from longhand notes. Transcribes dictation from a voice machine, dictaphone, or transcriber. Proofreads typed material and corrects errors. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Operates a computer terminal in order to enter or retrieve information from files.

Operates a copying machine or duplicating machine to make copies of department documents when required. Operates a calculator or adding machine.

Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Receives department records and reports

and checks them for completeness, accuracy, and conformity to established procedures. Files records according to department procedures. Reads graphs, charts, manuals, records, reports or related department documents and compiles data needed for reports.

Keeps accounting records of department money and assets. Makes calculations necessary to compute payroll. Collects fines and bond money and issues receipts. Prepares purchase requisitions according to departmental procedures.

Gets estimates on repair costs for any assigned equipment.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must be less than eighteen years of age.

Must possess a valid driver's license.

Secretary to the Police Chief WI Original Adoption: 06-22-93 Revision Dates: 03-27-96, 01-04-07, 10-18-12
---