

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF PLAQUEMINE ---- PARISH OF IBERVILLE

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Original Adoption: 07-11-66

Revision Dates: 09-30-76, 05-19-77, 09-28-77, 05-11-80, 04-17-89, 10-25-89, 12-04-89,
11-05-97, 05-28-98, 12-21-98, 10-02-00, 10-27-04, 05-13-15

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

Cleans, dries, inspects, and properly secures any assigned firefighting 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 by 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.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

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

Firefighter/Operator PQ

Original Adoption: 07-11-66

Revision Dates: 12-04-89, 10-09-02, 11-20-02

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District 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 operations of one fire station on an assigned shift. Responds to all fire alarms, directs the positioning of the fire apparatus at the fireground, and sets up the fireground perimeter for crowd and traffic control. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher and performing size-up of an emergency scene. Directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Serves as fire safety officer at the scene of an emergency until relieved of command. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, inspects the appearance of subordinates. Assists subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Personally, trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally, completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Maintains inventory of supplies and equipment and orders and distributes supplies and equipment to personnel as required.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATIONS REQUIREMENTS

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

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

Must have a valid Louisiana driver's license.

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 two (2) consecutive years with the Plaquemine Fire Department immediately preceding closing date for application to the board.

Fire Captain PQ

Original Adoption: 12-04-89

Revision Dates: 09-11-91, 10-27-04, 07-13-05, 06-13-19

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by the Fire Chief. This class ranks directly below that of the Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift, including making decisions on officer deployment and distribution of units. Recommends goals, objectives, and management policies for the department. Participates in the research and planning for programs and activities of the department. Conducts inspections of various divisions of the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern firefighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required. Recommends changes in department operations that will help the city improve ISO ratings.

Investigates all accidents involving department equipment or personnel and determines the cause and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Participates in developing a personnel recruitment and selection program and interviews prospective employees and makes recommendation on hiring.

Responds to all alarms or emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

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

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

Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Assists arson investigation personnel in the investigation of arson fires. Pursues and makes arrests of persons suspected of setting arson fires. Testifies in court when required.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation and maintenance of all department records by reviewing records completed by subordinated and by periodically inspecting systems and facilities for keeping the records. Completes any forms and records required, including pre-fire plan records, payroll records, and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes reports and requests for grants and other special funds to aid in the operation of the fire service.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Arranges for needed repairs and maintenance, and inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment and prepares for public bids.

Assists the Fire Chief in preparing the departmental operating budget. Gathers information to be used in budget preparation. Authorizes expenditure of funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget.

Informs the public about the work of the fire department by means of tours, talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Acts as department representative to the news media. Assists local volunteer fire departments.

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 test.

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

Must have a valid Louisiana driver's license.

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 Fire Captain for at least two (2) consecutive years with the Plaquemine Fire Department immediately preceding closing date for application to the board.

District Fire Chief PQ

Original Adoption: 10-27-04

Revision Dates: 07-13-05, 06-13-19

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises the operations of the fire department in the capacity of chief engineer and commanding officer; performs related work as required.

Work of this class involves a high degree of skill and responsibility in directing firefighting, life-saving, fire prevention, and administrative activities of the fire department.

Considerable exposure to hazardous conditions is involved. The Fire Chief is required to be on duty or subject to call at all times and is held accountable, as head of the department, to the Governing Authority.

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.

Supervises and directs employees engaged in fighting fires, rescuing persons from burning buildings, salvage work during a fire and overhauling after a fire;

Responds to all fire and emergency calls as required;

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

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

Provides for the preparation and supervises the maintenance of departmental records and reports relating to attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections; and employee training; furnishes this information to those lawfully entitled thereto;

Investigates the cause, origin, and circumstances of all fires occurring in the city, reporting the facts of any which appear to be the results of an incendiary to the State Fire Marshall as provided by law;

Directs the inspection of buildings, in the manner and within the limits prescribed by law, for the purpose of determining the existence of conditions hazardous to life and property;

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

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

Maintains discipline and promotes peace and harmony in the department;

Delegates sufficient authority to subordinates to permit effective performance of the work of the department;

Keeps posted on modern methods of firefighting work and keeps informed on peculiar local conditions which the department may be called upon to combat in case of fire.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of firefighting principles, practices, and equipment;

Good knowledge of the city's geography, the location of fire hydrants, water mains, and other sources of water supply, and the city's major fire hazards;

Good knowledge of the fire prevention laws and ordinances and of the rules and regulations of the fire department;

Good knowledge of training techniques and practices;

Ability to act effectively in emergencies;

Ability to assign work to subordinates and to maintain discipline and high morale;

Ability to prepare technical and administrative reports of a routine nature;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) consecutive years of experience in fire service positions, the last five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full-time positions in a paid municipal fire department, which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.

Fire Chief PQ

Original Adoption: 07-11-66

Revision Dates: 02-16-00

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is routine police work in the protection of life and property through the enforcement of laws and ordinances.

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

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.

Assist in patrol work;

Helps keep traffic moving.

Marks cars for overtime parking;

Answers questions for and gives directions or assistance to the public;

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

Helps maintain order in traffic, in crowds, and at public gatherings;

Attends classes of instruction. Reads and studies assigned materials, and generally prepares himself for the better performance of his work;

Makes arrests when necessary;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good general intelligence;

Good knowledge of the city's geography;

Ability to drive an automobile or motorcycle;

Ability to read, understand, and follow written and oral instructions;

Ability and willingness to learn law enforcement work and departmental methods, rules, and regulations;

Ability to deal with the public in a firm, but courteous manner;

Ability and willingness to seek advancement.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age before admission to examination.

Must have a high school diploma or its equivalent.

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.

Police Officer PQ

Original Adoption: 07-11-66

Revision Dates: 09-30-76, 06-22-89

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This work involves the supervision of the activities of a group of police officers on an assigned shift, performance of difficult and complex clerical and communications work as assigned, and performance of related work as required.

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

EXAMPLES OF WORK

(Any one positions 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.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers at work assisting, making suggestions, or giving instructions for better performance of duties;

Conducts the primary investigation of major traffic violations and accidents;

Makes arrests and reviews arrests made by subordinates to ensure that prisoners are properly booked, photographed, and fingerprinted;

Operates communications system, keeps important records, prepares important and complex reports, and performs other police clerical work;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of laws, ordinances, and modern principles and practices of police work;

Good knowledge of the city's geography;

Skill and sound discretion in the use of fire arms;

Ability to conduct traffic or criminal investigation;

Ability to operate a communications system and to prepare and maintain a system of complex reports and records;

Ability to deal with the public in a firm, but courteous, manner;

Ability to instruct and direct subordinates in police work;

Ability to drive an automobile or motorcycle;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Officer with the Plaquemine City Police Department immediately preceding closing date for application to the board;

Must be not less than twenty-two (22) years of age;

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.

Police Sergeant PQ

Original Adoption: 07-11-66

Revision Dates: 09-30-76, 07-13-05

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This work involves supervising and directing the activities of a group of employees on an assigned shift, conducting traffic accident and criminal investigations as assigned, and performance of related duties as required.

Work of this class involves supervisory responsibility for the police work of subordinates on an assigned shift and responsibility for the specialized duties which he personally performs. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed by oral and written reports to supervisors, or by their personal inspection. This class ranks immediately below that of Police Captain.

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.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers and other lower ranking officers at work assisting, making suggestions, or giving instructions for better performance of duties;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and review arrests made by subordinates to ensure that prisoners are properly booked, photographed, and fingerprinted;

Operates communication system, keeps important records and prepare important and complex reports;

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of pertinent Federal, State, and city laws and ordinances;

Good knowledge of modern principles, practices, and procedures of police work;

Good knowledge of criminal law with particular reference to apprehension, arrest, and prosecution;

Good knowledge of the city's geography;

Skill in performing investigative duties;

Ability to observe and make sound judgments;

Ability to operate a communications system and to prepare and maintain a system of complex reports and records;

Ability to deal with the public in a firm, but courteous, manner;

Ability to instruct, supervise, and direct subordinates engaged in police work;

Ability to drive an automobile;

Ability and willingness to get along with others.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Sergeant with the Plaquemine Police Department immediately preceding closing date for application to the board;

Must be not less than twenty-two (22) years of age;

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.

Police Lieutenant PQ

Original Adoption: 07-11-66

Revision Dates: 09-30-76, 07-13-05

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees on an assigned shift and performs police work of comparable responsibility in the direction of traffic control, investigation, and enforcement.

Work of this class involves supervisory responsibility for the police work of subordinates on an assigned shift and responsibility for the specialized duties which he personally performs. Work is performed in accordance with established departmental routines and regulations. Instructions are received orally or in writing from a superior officer who reviews work through observation, inspection, and evaluation of reports submitted.

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.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers and other lower ranking officers at work assisting, making suggestions, or giving instructions for better performance of duties;

Receives complaints, larceny reports, etc.; dispatches officers answers inquiries of the public;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to ensure that prisoners are properly booked, photographed, and fingerprinted;

Operates a communications system and supervise the preparation and maintenance of important reports and records;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the rules and regulations of the Police Department, of pertinent Federal and State laws and local ordinances;

Considerable knowledge of modern methods of criminal investigation and identification and of police work in general;

Good knowledge of the city's geography;

Ability to command the respect of officers, and to assign, instruct, and review their work;

Ability to deal with the public in a firm, but courteous, manner;

Ability to write clear and comprehensive reports;

Ability to analyze complex police problems and situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Lieutenant with the Plaquemine City Police Department immediately preceding closing date for application to the board;

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

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.

Police Captain PQ
Original Adoption: 07-11-66
Revision Dates: 09-30-76, 07-13-05

RADIO DISPATCHER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves the responsibility of answering the police telephone and operating the police radio under the direction of a supervisor. Employee works on an assigned shift and keeps simple records of police activities. Assignments are general and special instructions are received from a superior officer. Work is reviewed by inspection and discussion. Work in this class also involves limited phases and responsibilities of law enforcement. Employees in this class are taught the fundamentals and more advanced phases of police work by superior officers who closely supervise their performance.

EXAMPLES OF WORK

(Note: These examples are illustrative only and are not intended to restrict duties to those listed.)

Answers all telephone calls to police headquarters courteously and promptly;

Relays complaints calls and assignments to police officers by person, telephone and radio;

Keeps radio log and complaint sheets;

Maintains simple records of radio log and related items;

Performs various like duties and assignments.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES

Good general knowledge;

Good knowledge of the city's geography;

Ability to observe situations objectively and to report and record them clearly and completely;

Ability to establish and maintain effective work relationships with associates and to deal courteously with the general public;

Ability to understand and carry out simple oral and written instructions;

Ability to act quickly and calmly in emergency situations;

Ability and sound discretion in the use of firearms;

Ability and willingness to learn law enforcement work and departmental methods, rules, and regulations for the satisfactory performance of assigned tasks;

Ability to seek advancement.

QUALIFICATION REQUIREMENTS

Must not be less than nineteen (19) nor more than sixty (60) years of age upon date of initial appointment;

Must have a high school diploma or its equivalent;

Must successfully pass a medical examination, assuring good health sufficient, in the opinion of the Board, to indicate the physical ability to satisfactorily perform the duties of this class;

Must successfully pass Civil Service examination testing aptitude for beginning work in the class.

Radio Dispatcher PQ Original Adoption: 09-30-76 Revision Dates:

POLICE DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing and filing police department records for an assigned division or section, or in the central records division of the police department. Police Departmental Records Clerks receive, sort, code, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, the computer database, or other electronic storage media. Police Departmental Records Clerks perform assigned duties under general supervision, having work assigned and reviewed by the Supervisor of Departmental Records.

EXAMPLES OF WORK

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

Receives and reviews department records, reports, and other materials; processes and files materials in hard copy files or computer database where they are organized alphabetically, numerically, or chronologically. Sets up filing system; revises such system when necessary. Traces missing files. Enters routine information in department records and fills out all forms or records required or assigned. Prepares court dockets.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Processes departmental records utilizing other office equipment including typewriter, copying machine, and facsimile machine.

Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Reads or briefly reviews incoming materials and sorts according to file system.

Answers telephone calls on assigned lines and handles routine matters, or transfers caller following department procedures.

Assists visitors with routine requests. Collects fines and bond money, and issues receipts. Posts items to journals, ledgers, or other accounting records; maintains balances.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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 reasonable accommodation.

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

Must present a certificate verifying the ability to type 45 words per minute (net).

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

A minimum of six (6) months of work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing or computer database application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing application.

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

Police Departmental Records Clerk PQ Original Adoption: 10-02-00 Revision Dates: 06-13-19

SUPERVISOR OF DEPARTMENTAL RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duty of which is supervising the work of Departmental Records Clerks in processing departmental records and reports of activities. The incumbent in this position is responsible for managing the clerical functions of all divisions of the department, including records processing; directing and assigning work to subordinates; and evaluating the work performance of all Departmental Record Clerks. The Supervisor of Departmental Records performs routine duties independently, and reports to and has work reviewed by the Administrative Assistant to 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.

Plans, organizes and directs the activities of the Departmental Records Clerks of the police department. Recommends management policies, goals, and objectives for the records division. Develops and makes recommendations for new office procedures when needed. Compiles information for use in developing the departmental budget and assists in the preparation of the total departmental operating budget. Recommends the purchase of equipment and supplies and writes specifications for new equipment to be used by clerical personnel.

Supervises the work of Departmental Records Clerks. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Assigns work schedules and approves leave. Evaluates work performance of subordinates and writes employee evaluation reports. Develops and provides training and technical assistance for employees involved in the records functions of the department. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Conducts corrective interviews and recommends disciplinary action to the appointing authority.

Supervises the processing of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Supervises the processing of departmental records and reports, and checks them for completeness, accuracy, and conformity to established procedures. Sets up filing systems, inspects systems and facilities for maintaining records and reports, and revises such systems when necessary. Supervises search and retrieval of information or documents from files.

Keeps records on the location of material removed from files, and to whom materials were distributed. Recovers missing files. Provides for the disposal of obsolete files and records in accordance with departmental procedures.

Supervises the preparation of letters, forms, memos, statements, formal reports, or any other documents assigned to the records section. Proofreads typed material and corrects errors. Supervises transcriptions from voice machine, Dictaphone, or transcriber. Composes routine

correspondence in response to inquiries or requests, following departmental procedures.
Maintains roster of department personnel.

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 test.

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

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 reasonable accommodation.

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

Must present a certificate verifying the ability to type 45 words per minute (net).

Must be regular and permanent in the class of Departmental Records Clerk for at least one (1) year with the Plaquemine Police Department immediately preceding closing date for application to the board.

Supervisor of Departmental Records PQ Original Adoption: 10-02-00 Revision Dates: 07-13-05, 06-13-19
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