

**SAMPLE POSTING NOTICE FOR (FIRE/POLICE) DEPARTMENT REPRESENTATIVE
NOMINATIONS SAMPLE**

**THE (fire/police) DEPARTMENT IS NOW ACCEPTING NOMINATIONS FOR THE *(fire/police)
DEPARTMENT REPRESENTATIVE WHO WILL SERVE ON THE * (insert jurisdiction name) CIVIL
SERVICE BOARD.**

The term of office of (insert name), your current (fire/police) department civil service board representative, will expire on (insert expiration date). This department is now accepting nominations for the (fire/police) department representative to serve on the (insert jurisdiction name) Civil Service Board. Nominations will be accepted beginning (insert beginning date), through (insert ending date), at (insert time) a.m/p.m. (Insert name and title of person accepting nominations), will be accepting the nominations in his/her office located in (insert place). The term of office for the newly elected civil service board member will expire (insert date of expiration for NEW board member). **Notice of the election will be posted after the closing date for nominations.**

**CIVIL SERVICE LAW ON ELIGIBILITY FOR APPOINTMENT
OR TO SERVE ON A CIVIL SERVICE BOARD**

A person shall be a citizen of the United States of America.

At the time of his appointment, shall be a qualified voter of the municipality.

Any employee-nominee shall be a resident of the municipality in which he/she is to serve for at least five years immediately preceding his/her appointment. *(If your local governing authority has approved a resolution to provide that the employee-nominee shall be a resident of the parish in which the municipality they are to serve is located for a period of at least five years preceding their appointment include that language here.)*

The employee board representative for each department shall be a *regular and permanent* employee in the department.

Chose fire

The fire department board member shall hold a position in a class lower than that of chief, assistant chief, district chief, or battalion chief.

or police

The police department board member shall hold a position in a class lower than that of chief, assistant chief, or major.

No member of a board shall have been, during a period of six months immediately preceding his appointment, a member of any local, state, or national committee of a political party, or an officer or member of a committee in any factional political club or organization.

No member of a board shall be a candidate for nomination or election to any public office or hold any other public office or position of public employment, except that of notary public, a military or naval official office, or that of a municipal fire or police department which is expressly required by the provisions of this Part.

**_____ Chief (insert name of chief)
Post on all fire department bulletin boards (insert beginning date), through (insert ending date)**

DO NOT REMOVE BY ORDER OF CHIEF (insert name of chief)