MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF PONCHATOULA ---- PARISH OF TANGIPAHOA

Contents

OCCUPATIONAL INDEX TO CLASSES 2
FIRE SERVICE 3

FIREFIGHTER/OPERATOR 3
FIRE CAPTAIN 7
DISTRICT FIRE CHIEF 10
FIRE CHIEF 13
CHIEF OF FIRE PREVENTION 17
CHIEF OF TRAINING AND SAFETY 20
SECRETARY TO THE FIRE CHIEF 23

POLICE SERVICE 26

POLICE OFFICER 26
POLICE CORPORAL 30
POLICE SERGEANT 34
POLICE LIEUTENANT 37
POLICE CAPTAIN 40
DEPUTY CHIEF OF POLICE 43
POLICE COMMUNICATIONS OFFICER I 48
POLICE COMMUNICATIONS OFFICER II 51
ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF 53
POLICE RECORDS CLERK 56

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF PONCHATOULA ---- PARISH OF TANGIPAHOA

FIRE SERVICE

LINE CLASSES
FIREFIGHTER/OPERATOR *
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES
CHIEF OF FIRE PREVENTION *
CHIEF OF TRAINING AND SAFETY *

SECRETARY TO THE FIRE CHIEF *

POLICE SERVICE

LINE CLASSES
POLICE OFFICER *
POLICE CORPORAL**
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **
DEPUTY CHIEF OF POLICE *

LINE SUPPORT CLASSES
POLICE COMMUNICATIONS OFFICER I *
POLICE COMMUNICATIONS OFFICER II **

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF *

POLICE RECORDS CLERK *

*Competitive class
**Promotional class

PN Index	
Original Adoption:	02-08-23
Revision Dates:	07-17-24, 04-15-26

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as driving and operating the fire apparatus, controlling and extinguishing fires and search and rescue work. Employees of this class are also responsible for the maintenance of the fire apparatus, fire department equipment, the fire station, and for keeping records as assigned. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and ranks immediately 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.

Responds to all fire and medical emergency calls. Operates or rides in apparatus, evaluates navigational problems, and selects shortest available route. Communicates with dispatcher and fire vehicles. Positions apparatus at fire scene according to instructions of commanding officer. Positions the pumper to supply hose lines from water tank, to obtain water from a water hydrant, and to draft water from a static source. Determines if a position is safe by evaluating stability of supporting surfaces. Evaluates the potential effects of environmental conditions on the fire. Examines fire structures for signs of fire extension. Observes burning structure and decides where source of fire is located. Uses correct attack procedures according to type of fire. Makes recommendations to officer regarding appropriate equipment and procedures such as extinguishing agents and nozzles, number of hose lines, size and type of ladder, positioning of equipment, ventilation openings and escape routes. Observes fireground for fire victims, water supplies, and fire exposures. Observes and notifies officer in charge of new information. Listens for orders and instructions from superior officer and follows orders under conditions of stress, noise, and confusion. Informs officer of equipment being removed from apparatus. Relays orders from officers to other firefighters and apparatus operator. Maintains awareness of other firefighters' efforts and assists them to ensure safe and coordinated performance. Reports injuries to superiors. Operates communications equipment at the emergency scene to request additional equipment or personnel.

Applies appropriate fire streams and foam and wetting agents for the most effective fire extinguishment. Estimates lengths of hose needed to reach fire source. Determines the number of hose lines that may be added during pump operations. Makes hydrant and hose connections.

Calculates nozzle discharge pressures for the length and diameter of hose and size of nozzle. Drafts water from an open water source. Operates pump to supply adequate pressure at the nozzle and regulates water to hose lines. Calculates gpm, water flow, and friction loss. Operates pumpers in relay or tandem pumping operation. Operates pumper from self-contained water source until a connection is made to an incoming water supply source. Advances uncharged hoselines and maintains control of uncontrolled hose lines. Assists other firefighters in controlling charged hoselines. Operates various types of nozzles to produce appropriate stream and fixed master stream appliance. Protects potential exposures by using direct streams or water curtains. Operates hoselines with eductors and inspects hoseline for any damage. Repairs or replaces burst hose sections. Performs sprinkler and standpipe support operations.

Performs forcible entry operations and ventilation operations. Recognizes conditions that may lead to back-draft and places smoke ejectors in appropriate windows or doors. Operates self-contained breathing apparatus for protection from hazardous environments. Conducts ladder operations, including ladder load determinations. Ascends and descends ladders with or without tools. Operates portable generators and protects from possible overload. Operates emergency lighting equipment to allow performance of duties at night. Searches smoke-filled rooms scene for trapped victims, obstructions, holes, and areas of excessive heat. Removes burning mattresses and furniture from building to reduce fire and smoke damage. Constructs a catch-all to catch water and debris. Removes debris, rubble, and other material found at a cave-in. Secures windows and doors to protect building and contents from weather, theft, and vandalism. Shuts down pumper using correct procedures. Drains, rolls, or folds hose sections for carrying and loads on apparatus after fire is extinguished. Uses the appropriate portable fire extinguisher in order to contain Class A, B, C, or D fires.

Maintains limited crowd and traffic control until police arrive. Performs search and rescue operations. Locates and digs to free conscious or unconscious victims trapped in tunnels, pipes, sewers, or excavations. Drives emergency medical vehicles to and from the scene of an emergency. Performs emergency medical services such as basic first aid, CPR, and advanced life support. Examines victim to determine nature and extent of injury or illness. Obtains a comprehensive drug history on the patient. Notifies dispatcher to call for emergency medical help when needed. Inspects scene of poisoning or drug overdose to determine nature of poison. Provides emergency medical care to the sick or injured while in transport to the hospital.

Performs salvage operations using covers, tarps, floor coverings, or chutes, and any other devices, equipment or tools. Performs overhaul operations by locating hot spots and hidden fires, and to remove debris and water. Shores up or tears down weak and dangerous structural components. Observes bystanders to protect salvaged property from theft, and gives any personal property found to officer. Informs officer in charge of suspected arson. Recognizes HAZMAT symbols and reports to officer. Removes containers of flammable or hazardous materials under direction of officer and acts to contain and control hazardous material spill. Locates and operates shut-off valves for gas, electricity, oil, and water. Controls or extinguishes grass or shrub fires using hand operated pump or hand tools.

Inspects fire apparatus to determine if it is operating properly or to determine if it needs repair. Locates, removes, and replaces equipment on apparatus. Performs regular maintenance and safety tests of all firefighting equipment, tools, and supplies. Cleans, dries, tests, inspects and properly secures any assigned firefighting tools or equipment. Inspects personal turn-out equipment and clothing. Maintains inventory of tools and equipment and makes minor repairs. Records results of alarm, radio, apparatus, and equipment tests. Maintains adequate quantities of station maintenance and office supplies. Conducts periodic tests of functioning of self-contained breathing apparatus (SCBA) and fills air cylinders. Places turnout gear and firefighting equipment in readiness. Transports spare apparatus to other stations.

Practices with apparatus and equipment to increase and maintain proficiency. Provides occasional on-the-job training for new employees. Studies direct routes, location of streets, water mains, and hydrants. Studies basic laws and regulations pertaining to firefighting. Informally monitors activities of less experienced firefighters. Records activity in district in order to be prepared for fire calls or calls for assistance. Provides for the maintenance of department records such as activity and inventory records.

Deals with the public in a courteous manner. Conducts fire station tours and explains apparatus and equipment to visiting public. Calms or comforts emotionally distraught victims, relatives, and spectators at emergency scenes. Provides comfort and assistance to family of injured firefighters. Provides non-emergency services such as freeing children or animals locked in cars.
Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

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

Firefighter/Operator PN Original Adoption: 02-08-23 Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, including the supervision of firefighting personnel on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work independently in certain designated areas, performing routine tasks without supervision and may receive special tasks with general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. This class ranks 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 operation of one fire station for one shift. Oversees the operation of a fire company when responding to fire alarms and emergency calls. Supervises driving of fire apparatus by making sure the driver follows all laws and safety regulations, and takes most direct route to the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs in the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Sets up the fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Recognizes internal and external fire exposures and takes measures to protect from fire extension. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses and water supplies. Oversees automatic sprinkler and standpipe system support operations. Supervises subordinate employees at the scene of an emergency and participates in size-up, hose operations, forcible entry, firefighting, the use of self-contained breathing apparatus, ventilation operations, the selection of appropriate fire streams or agents, the use of ladders, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Identifies hazardous materials and directs or assists handling of hazardous materials incidents.

Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support through the use of defibrillators, to shock a stopped heart. Notifies dispatcher to call for additional emergency medical help if needed. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Directs emergency scene operations until relieved by superior officer. Serves as fire safety officer at the scene of an emergency until relieved of command. Participates in searching for, protecting, preserving, reports and maintaining the chain of custody of any evidence of arson. Assists in securing the fire scene to prevent removal or damage of evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Briefs incoming captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of previous shift activity. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Inspects the appearance of assigned equipment and subordinate personnel. Reviews reports written by subordinates. Counsels employees who are experiencing work problems and recommends disciplinary action to the appointing authority. Provides assistance to subordinates in technical areas of work. Provides informal or "on-the-job" training for new employees. Conducts classroom training, drills, and evolutions.

Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance 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. Performs or directs fire driver to perform daily radio check.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares NFIRS reports. Compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards. Assists with presentations and demonstrations related to fire prevention and fire safety. Participates in responding to questions and complaints from the public about operations of the fire department or any related areas of emergency services. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire 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 Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

Fire Captain PN	
Original Adoption:	02-08-23
Revision Dates:	04-15-26

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible supervisory position, the primary duties of which include management of department operations and supervising all employees on an assigned shift. The District Fire Chief performs and supervises emergency scene activities. The employee of this class provides for the care and maintenance of department equipment, vehicles and property. The District Fire Chief has the authority to work independently in most areas and has their work reviewed by the Fire Chief. An employee in this class may be required to perform the duties of the Fire Chief in the absence of the 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 assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises positions in fire suppression, emergency medical services, special services support, and fire support classifications. Directs subordinates by outlining responsibilities and duties to set performance expectations. Sets task priorities and long-term goals for work to be completed. Assigns work areas, work schedules, approves leave and provides tools and resources necessary for job performance. Inspects the appearance of equipment and personnel. Reviews work to be done and delegates assignments to subordinates. Reviews reports written by subordinates. Provides employees with assistance in technical areas of work. Holds meetings to receive reports and distribute information or discuss work problems. Oversees and evaluates the work performance of subordinates. Discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Provides counseling to employees who are experiencing work-related issues. Maintains discipline by conducting corrective interviews, recommending and administering disciplinary action and by notifying the employee of disciplinary action to be taken.

Performs the duties of the Fire Chief in the absence of the Chief. Manages the total operation of the department. Plans and organizes departmental operations related to personnel, equipment, and apparatus. Develops methods to evaluate and improve the productivity, efficiency, and procedures of departmental programs by observing and inspecting various divisions of the department. Investigates complaints against personnel and prepares recommendations for reply or recommendation for action to be taken. Establishes and maintains a balance between meeting employee needs without jeopardizing organizational goals. Participates in payroll operations by

preparing and/or maintaining payroll and/or time records. Handles complaints from employees about pay or other matters related to payroll, when required.

Participates in the general care, maintenance, and use of departmental equipment, including motor vehicles, communications equipment, and station grounds. Makes recommendations for major purchases. Periodically inspects equipment and supplies. Inspects equipment, property, or operating systems after repairs to ensure that repairs were properly accomplished.

Personally acts as part of the fire attack team. Performs size-up and participates in the following operations at the emergency scene: forcible entry, ventilation, nozzle and hose, fire extinguishment, pump operations, salvage, overhaul, ladders, first aid, CPR, search and rescue, emergency medical services, and the use of self-contained breathing apparatus. Oversees water supply operations. Coordinates activities of firefighting and law enforcement personnel at the scene of an emergency. Maintains communication between the fire scene and authorized personnel, calls for assistance when needed and relays necessary information from the scene. Provides for the needs of firefighting and other emergency personnel at the incident scene. Investigates the causes, origins, and circumstances of fires. Participates in arson investigations by securing the fire scene to prevent removal or damage of evidence and observes spectators for suspicious behavior.

Promotes a positive public image of the work of the department through the daily performance of duties. Prepares correspondence in response to departmental requests to address problems or needs through letters or emails. Reviews reports and records completed by subordinates and periodically inspects systems and facilities for keeping the records. Determines the content and form of information to be included in divisional records. Personally completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Conducts tours of department facilities for school or civic groups.

Makes recommendations for improvement in the safety program. Demonstrates the proper use of safety equipment and practices for the program. Coordinates safety activities with supervisors of departmental divisions and companies to ensure implementation of safety activities throughout the department.

Provides informal or "on-the-job" training for employees, explaining policies, procedures, and assisting in technical areas of work. Conducts training in salvage and overhaul, fire attack, inspection, safety, and in the use of firefighting apparatus, tools, and 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.

Must have a valid 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 five (5) years immediately preceding closing date for application to the board.

Must possess certification as Fire Officer I immediately preceding closing date for application to the board.

District Fire Chief PN Original Adoption: 04-15-26 Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

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 total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services for the community. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. that will provide the required services while minimizing expense. Manages and utilizes a system of information management designed to organize and process information for use in the administration of the department. Monitors any local conditions which may create situations the department may be called upon to handle. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of services in these areas. Reviews legislation to determine if changes in department policies and procedures are needed. Works with boards and agencies whose rules and operations affect the work of the fire department.

Interviews prospective employees for hiring. Oversees incoming communications, making assignments to staff and routing work to the appropriate person or location. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Provides for employee growth and career development. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system.

Manages the accounting for all money and assets of the department. Prepares and submits an operating budget for the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Supervises preparation and maintenance of the records and reports of the department and determines in what form this information should be kept and retained. Personally completes any forms or records required of the chief administrative officer. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form. Oversees the response of subordinates who writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Reviews work to be done, delegates assignments and outlines responsibilities and duties for direct subordinates so that they will know what they are expected to do and what results are expected from their performance. Sets task priorities and long-term goals for subordinates. Alters and assigns work spaces to provide for comfort, efficiency, and safety while completing assigned tasks. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Oversees formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Manages on-the-job training for department members and provides assistance in technical areas of work. Establishes and maintains a system of line personnel inspections in order to observe the appearance of department equipment and oversees good housekeeping practices for the department.

Manages work schedules and oversees leave approval. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Reviews reports written by subordinates and evaluates the work performance in order to determine if jobs were completed effectively and in accordance with departmental procedures. Manages those who are experiencing work problems and develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Maintains discipline among employees of the department. Manages an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Provides for and oversees a communications system for the department. Manages the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Manages someone who obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Oversees the inspection of equipment or property after repairs to see that repairs were properly accomplished. Manages the process of maintaining an inventory of supplies and equipment for the department.

Manages subordinates who controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments; reevaluates decisions as necessary during operations and implements new objectives and task assignments as necessary. Oversees and monitors intermediate command staff members who are responsible

for various aspects of the operation. Manages the handling of emergencies involving hazardous materials, including identifying the hazardous material involved, assessing the risk to the community, taking any action necessary to safeguard citizens, communicating information to appropriate authorities and determining the action to be taken to contain or control the incident. Manages fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations. Oversees a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Promotes a positive public image of the work of the department in the daily performance of duties. Oversees department representative to the news media. Attends conferences, conventions and serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Oversees the response to complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Oversees and participates in speeches before school or civic groups. Manages others who act as a consultant for smaller fire departments in surrounding areas.

Performs any other related duties.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to 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 be at least eighteen (18) years of age.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related 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

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) 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, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least nine (9) 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 PN Original Adoption: 02-08-23 Revision Dates:

CHIEF OF FIRE PREVENTION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the primary duties of which are providing for the organization and direction of all activities related to fire prevention and training. Work involves immediate responsibility for the enforcement of all laws and ordinances as they pertain to fire safety and fire prevention and for community education in those areas. The employee of this class is responsible for the enforcement of codes and ordinances for the removal or reduction of fire hazards, and for the supervision of all subordinate personnel assigned to assist in these duties. The employee of this position is responsible for conducting and maintaining the training of employees and for supervising all other department employees when they are assigned to participate. The employee of this class works with a high degree of independence in the performance of assigned duties, with work reviewed by and special assignments received from the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of a fire department division responsible for fire prevention and public fire education. Establishes and recommends management policies, goals, and objectives relating to fire prevention. Plans and organizes operations of the division, making decisions concerning use of equipment and deployment of personnel. Inspects various operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Conducts research and oversees the planning for programs and activities, including recommending changes in department operations that will help the jurisdiction improve ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Exercises functions supervision over employees while performing fire prevention tasks in the training environment.

Responds to all alarms or emergency calls for which the department is answerable in person. Directs and participates in combating and suppressing fires and conducting rescue operations in emergency situations, including emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Inspects the interior and exterior of buildings while collecting information to be used in determining fire safety and compliance with applicable codes. Prepares for an inspection by

reviewing previous incident and inspection reports, building plans, and occupancy codes. Contacts the owner/occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing of the inspection procedure. Collects information, performs field sketch, and takes photographs to be used in determining safety codes and compliance. Inspects fire hydrants and conducts flow test to ensure that adequate water supplies are available for firefighting. Discusses inspection findings with building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspection, and outlining conclusions reached and recommendations made as a result of findings. Develops pre-fire plans while collecting information by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation.

Evaluates the impact of a public fire education program by utilizing fire incident data and manages the selection of program components and objectives to meet community needs. Determines the specific content and format of fire safety messages, and produces instructional materials, including audio-visual aids to be distributed within the community. Organizes and trains fire service personnel who participate in the implementation of the fire safety education program. Writes speeches and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, news organizations or other organized groups on different fire related topics. Responds to questions from the public about fire prevention or any related areas. Schedules and coordinates field trips and guided tours of departmental facilities for schools and other civic groups.

Performs and supervises a comprehensive training program in fire protection and related rescue services. 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, making recommendations on improvements, and providing department training or outside training to meet the needs. Manages the scheduling of training for all departmental employees and coordination of movement of all fire companies as assigned by the Chief. Oversees training conducted in classrooms, during drills and evolutions, informal or “on-the-job” training, and job simulation exercises in order to rate skills acquired in fire service operations, fire prevention, public relations and communications.

Oversees the preparation and maintenance of records and reports. Personally completes any forms and records assigned. Establishes policy and makes decisions on what information should be included in division records, including requests for release of fire prevention records in accordance to applicable laws and departmental polices. Manages the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Compiles, organizes, and analyzes data needed, and writes reports

required to document activities. Writes newspaper articles or letters to handle problems that need to be addressed.

Evaluates needs and recommends purchases of equipment for use in the department's fire prevention program. Orders, disburses, and maintains inventory of supplies and equipment used by the department. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order, oversees the arrangement for repairs and maintenance, and inspects equipment after repairs.

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 accommodation.

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

Must have at least ten (10) years of continuous full-time employment with a paid fire department in positions that provide experience in fire suppression, fire inspection and public fire education.

Must possess a valid Louisiana driver's license.

CHIEF OF TRAINING AND SAFETY

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position whose major responsibility is the management and direction of the training and safety program of the fire department. The Chief of Training is responsible for the content and management of all training programs. The employee of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Develops a training program for the department. Evaluates the training needs of the department, prepares lesson plans and training material for classes, creates written tests to evaluate success in training, administers and grades tests, maintains a library of training materials, and schedules departmental training or outside training. Conducts drills, evolutions and training in the classroom as an instructor. Personally trains personnel by providing informal or on-the-job training for employees. Develops job simulation exercises to rate skills acquired during training. Administers training in ladders, ventilation, salvage and overhaul, fire attack, supervision, hazardous materials, firefighting apparatus, tools and equipment, investigation, sprinkler and standpipe systems, water supplies, safety, ropes, hydraulics, pump operations, and driving fire equipment.

Performs statistical analyses of examinations to determine reliability of the examination, appropriateness and level of test material covered and adverse impact. Completes validity studies using content, criterion, or construct strategies in accordance with EEOC Uniform Guidelines. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes or recommends improvements in the training program and conducts research of technical data for the purpose of integrating such material into the training program.

Participates in departmental safety by inspecting personnel to ensure use of prescribed safety equipment, developing a safety program for the department, and making or recommending improvements in the safety program. Demonstrates safety equipment and practices, and participates in continuing education efforts in safety. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Manages the operations of the training division by developing, recommending, or setting management policies, goals, objectives, and procedures. Oversees planning and organization of division operations having to do with equipment, apparatus and personnel. Researches and plans

programs and activities of the division. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of division programs.

Functionally supervises employees for training and safety purposes by inspecting the appearance of equipment and personnel, assigning work or duty areas, holding meetings to receive reports and distribute information or discuss work problems, and controlling accident hazards by training in safety. Oversees, evaluates, and discusses work performance of subordinates. Discusses performance of subordinates with superiors.

Performs size-up of an emergency scene and oversees all safety procedures at the scene of a fire or emergency. Participates In the following operations at the emergency scene including forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, self-contained breathing apparatus, use of ropes and knots and hazardous materials. Oversees the needs of firefighting and other emergency personnel at the scene of an incident. Responds to the fire scene to make notes for use in training.

Manages the purchase of equipment and supplies for the division. Participates in the purchase and inventory of equipment and supplies by meeting with sales representatives to review products and evaluate specifications, periodically inspecting equipment and supplies, ordering supplies and equipment as needed and maintain inventory of supplies and equipment. Supervises the general care, maintenance, and use of departmental equipment including motor driven vehicles and stations and grounds.

Prepares an operating budget for the division. Participates in the preparation of an operating budget by reviewing divisional budgets, compiling and organizing data, and preparing revenue and expenditure estimates.

Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Participates in the preparation and maintenance of records and reports. Determines what information should be included in divisional records and in what form this information should be kept. Files and retrieves records and reports as required. Completes all forms and records. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Assist in the investigation of all accidents involving department equipment or personnel; determines cause; makes recommendations on procedures to avoid future accidents. Reviews building plans to identify potential problems related to fire protection.

Maintains a positive public opinion of the division through daily duties of the department.

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 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.

Must possess a valid Louisiana driver's license.

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

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

Must have at least five (5) years of full-time experience within the Ponchatoula Fire Department in fire suppression, fire department training and safety or administrative duties.

Prior to closing date for application to the board, must possess the following certifications with NFPA standards: **(IFSAC or PROBOARD)** Firefighter 1, Firefighter 2, Hazmat Awareness, Hazmat Operations, Fire Instructor 1, Fire Instructor 2, and Fire Officer 1.

Chief of Training and Safety PN Original Adoption: 07-17-24 Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief serves as receptionist for the fire department, maintains department records, and assist in typing letters and reports for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Acts as receptionist to visitors, directing them to appropriate individuals or offices. Places phone calls for the Fire Chief, answers incoming telephone calls and handles routine matters following departmental procedures. Schedules appointments, maintains calendar of events, and notifies appropriate personnel of scheduled event. Opens, sorts, stamps and distributes mail to the proper person or division. Assist in preparing and processing outgoing mail by assembling documents and preparing bulk mailings. Assist in compiling documents for use at meetings or conferences, coordinates the preparation of the agenda for meetings and/or conferences and arranges for physical requirements as needed. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Records for later transcription proceedings of meetings using manual or electronic equipment. And transcribes dictation from notes or recording. Proofreads typed materials and corrects errors.

Utilizes office programs to develop forms or records, enter data, retrieve information as required and copies computer data to back up drive. Uses computer information systems to enter, update, retrieve, and/or exchange data. Gathers and compiles information for reports and assist in writing reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence and related skills. Records and files complaints and accident reports. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Personally trains staff employees in the use of office software programs and standard office machines. Operates and services various office equipment.

Assist in preparing correspondence in answer to requests to the department or as needed to address problems or needs of the department. Maintains computerized mailing list, logs, records, and files of telephone calls, staff, and job-related accidents and illnesses. Participates in maintaining purchasing related documents including vendors, suppliers, and manufacturers. Files and retrieves records and reports as required. Keeps records on the location of materials removed from files, and to whom materials were released. Assist in developing new forms or

revising old ones to improve accuracy and efficiency of documentation. Maintains roster of department personnel.

Participates in the accounting for the money and assets of an assigned function or division of the department. Assist in the accounting for the money, liabilities, financial transactions, and assets by reviewing accounting records for mistakes or completeness, recording expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Compares purchase orders with established lists of vendors, prices, specifications, contracts, etc. to determine appropriateness for purpose of payment. Prepares or participates in the preparation of an operating budget. Assist in payroll operations by taking complaints from employees about pay or other matters related to payroll, when required. Participates in the purchase and inventory of equipment and supplies by distributing, maintaining, and recording the issuance of supplies and equipment to personnel. Reviews vendor invoices for agreement with purchase order and/or physical inventory received.

Maintains a positive public opinion of the department. Participates in a personnel recruitment and selection program for the department by reviewing new employment applications and verifying information provided. Assist in maintaining discipline by notifying the employee of disciplinary action to be taken.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have two (2) years of previous full-time work experience in which clerical work was a major duty.

Secretary to the Fire Chief PN
Original Adoption: 07-17-24
Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a superior officer. This class ranks directly below that of Police Corporal.

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.

Responds to alarms, crimes in progress or complaints from the public, utilizing police radio equipment. Patrols assigned and targeted areas to prevent crime and protect lives and property. Picks locks or uses forcible means to gain entry into buildings. Searches unsecured buildings using safety techniques. Observes doors and windows of banks and business establishments to ensure their security, and to check for signs of damage or illegal entry. Responds to audible and silent business or residential alarms. Inspects dwellings and businesses to provide information on security measures. Maintains cover awareness during patrol. Conducts surveillance of persons, places and vehicles in order to detect illegal activity, establish probable cause and apprehend suspects. Communicates with headquarters and other department personnel to receive and transmit information, to maintain status and location of officers, and to facilitate police activities. Uses map of assigned area to plan safe and direct route to various locations while on patrol or responding to calls.

Stops, questions, checks and records identification of individuals who appear to be acting suspiciously or who seem to be out of place. Evaluates physical and verbal actions of suspect to determine if threat exists. Maintains control of firearm in close encounters. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Physically disarms and takes down resisting suspect and intervenes in fight situations by separating parties involved. Issues explicit, direct, forceful commands to suspects and engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Transports arrested person to holding facility or jail. Takes mentally disturbed person into custody either

alone or accompanied by Emergency Medical Services personnel. Obtains medical attention for arrested person who is ill or incapacitated.

Detects traffic violations and prevents accidents by patrolling streets and highways in an assigned area. Makes traffic stops and performs any other traffic control duties such as pursuing fleeing vehicles, operating radar, inspecting visible contents of stopped vehicles, verifying use of seatbelts and proof of insurance, conducting vehicle searches, administering field sobriety tests or operating intoxilyzer to determine blood alcohol level, and issuing citations for traffic and parking violations. Directs traffic, provides for the safe flow of traffic around vehicle accident or emergency incidents, and protects the scene from disturbance. Investigates traffic accidents or hit and run incidents by identifying and documenting any evidence found, determining speed of vehicle at time of impact, photographing the accident scene and interviewing witnesses, passengers and drivers. Inspects interior and exterior of abandoned vehicles to determine identifying data about ownership, to determine if criminal activity has occurred, or to ensure proper disposition of vehicle. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity. Extinguishes minor automobile fires, determines if hazmat or extrication services are needed and participates in the removal of injured persons from wrecked vehicles. Communicates information to each driver involved in an accident regarding required forms. Identifies, protects and documents any evidence found at accident scene. Calls for assistance and provides stabilizing emergency medical care until medical personnel arrive. Summons wrecker to clear accident scene and ensures that debris is removed from the roadway. Investigates deaths which occurred as the result of vehicle accidents and notifies coroner.

Locates suspected drug dealers, persons transporting illegal aliens or handling stolen merchandise by using accepted law enforcement practices. Responds to and participates in criminal investigations related to assault, battery, burglary, robbery, homicide, missing persons, domestic violence, stalking or crimes of a sexual nature. Briefs other department personnel about a crime, the victim(s), and the possible suspects and witnesses. Searches for missing or overdue persons by evaluating facts and following leads. Secures and protects a crime scene by establishing a perimeter and preventing entry by unauthorized persons. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Determines whether to call out crime lab or other agencies to assist in collecting evidence. Dusts for and lifts fingerprints at the crime scene and compares to those already on file. Photographs the crime scene. Interviews crime victims, witnesses, and suspects in order to evaluate responses, obtain facts about a crime and to determine possible motives. Secures and executes arrest or search warrants in order to make arrests or conduct legal searches. Identifies suspects and apprehends perpetrators of crimes using accepted law enforcement practices. Books arrested persons, conducts criminal history check and advises suspect of rights and the charges against them. Performs basic frisk and search during initial booking procedures, when inmate is returned to facility, or at other times when warranted.

Provides information to crime victims and accompanies victims of violent crime to a hospital for medical attention. Communicates with the District Attorney's Office concerning pending cases, investigations in progress and cases being reinvestigated. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Provides information to victims and witnesses about the court presentation of a case and the appropriate procedures to follow in court testimony. Testifies in court as necessary.

Maintains surveillance and patrol presence in areas where problems involving juveniles are likely to develop. Patrols area for juvenile curfew violations and underage drinking; responds to school fights and locates juvenile truants during school hours. Takes juveniles into custody who have committed a crime, and uses established procedures for interviewing and processing juveniles. Investigates crimes against juveniles, or cases involving runaways using appropriate procedures to ensure the protection of the child. Takes juveniles into custody who are in need of care and provides for their safety. Communicates with parents and others involved in juvenile cases to explain the law and to provide guidance and support. Searches established areas to locate missing children. Locates appropriate detention facilities and transports juveniles if necessary. Responds to school altercations and assists schools in administering school policy on fighting. Maintains communication with school officials and develops record of gang related activities.

Controls unlawful or disorderly assemblies and large crowds at athletic games, parades or other large events. Responds to bomb threats or hazardous spills by evaluating the seriousness of the threat, evacuating and securing the premises if necessary. Controls and reduces the after-effects of a disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Escorts business or bank personnel transporting large sums of money. Provides escort for parades, funeral processions or for moving oversized vehicles through town.

Maintains proficiency in the use of firearms, defensive tactics or other special weapons or equipment. Inspects and maintains equipment such as vehicles, weapons and radar to ensure that they are in good operating condition. Participates in in-service training to stay updated on new procedures and laws. Provides on-the-job training on all aspects of police work for new recruits or less experienced officers. Records pertinent information and personally completes standardized forms. Gathers, compiles and processes information for reports and processes data using the department's computer system. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report.

Observes and reports downed power lines, missing street signs, or any other road hazards as needed. Blocks off roadways in case of hazards and provide for removal of debris in the roadway. Assists fire department at fire scene by establishing perimeter, providing protection and rerouting traffic. Assists motorist by providing directions or by helping with minor car repair. Provides a means of comfort to victims, mentally disturbed persons, and children, in time of need. Responds to questions and complaints from the public, maintaining a professional demeanor and exercising courtesy and tact. Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population

through consistent and effective day-to-day contacts with the public. Provide information to people in need concerning available public or private services.

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.

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

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

Must possess a valid driver's license.

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.

Police Officer PN Original Adoption: 02-08-23 Revision Dates:

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves performing and supervising regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties, but have authority to work independently in certain designated areas. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

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 and supervises patrols in an assigned area to prevent crime and protect lives and property. Responds to crimes-in-progress by employing appropriate procedures. Conducts surveillance in areas of high crime activity, using audio or video surveillance. Maintains surveillance of suspect in a manner designed to prevent detection. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated. Transports arrested person to holding facility or jail. Performs basic frisk and search during initial booking procedures, when inmate is returned to facility, or at other times when warranted, to discover weapons or contraband. Books arrested person by entering pertinent information into the appropriate record, and advising the prisoner of his rights and the charges against him.

Supervises and performs patrols in targeted areas of high crime incidence to deter criminal activity. Dispatches officers via radio the location and nature of problem. Engages in and supervises vehicular pursuit by tracking the location and progression of the pursuit, by designating the primary and secondary pursuit vehicles, and by terminating the pursuit when circumstances warrant. Responds to and investigates the crimes of assault and battery, sexual deviance, domestic violence, burglary, theft, hit and run, and homicide. Accompanies victims of violent crime to a hospital for medical attention, verifies that proper treatment or tests are conducted, and protects chain of possession of evidence. Interrogates suspects and evaluates responses, in order to obtain facts about a crime, identify the perpetrator, and provide information to support court prosecution. Evaluates the type and seriousness of a crime to determine if a detective is needed at the crime scene. Identifies, secures and protects crime

scene. 93 Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Reviews initial crime report, determines whether it is necessary to call out crime lab or other law enforcement agency to assist in collecting evidence. Inspects interior and exterior of abandoned vehicles to determine identifying data about ownership, to determine if criminal activity has occurred, or to ensure proper disposition of vehicle.

Patrols streets and highways in assigned area to detect traffic violations and to prevent accidents. Inspects visible contents of stopped vehicle to determine if any evidence of illegal activity is present. Conducts search of suspect vehicle by obtaining permission from owner or by obtaining search warrant. Verifies proof of insurance and checks driver and vehicle for compliance with safety and licensing requirements. Evaluates physical or verbal actions of person to determine if threat exists or whether the person is under the influence of drugs or alcohol. Issues citations for traffic violations.

Investigates traffic accidents by interviewing drivers, passengers, and witnesses, and by examining physical evidence present. Protects accident scene from disturbance and provides for the safe flow of traffic around an accident. Determines if other services such as hazmat or extrication are needed and communicates needs to dispatcher. Removes or assists in removing injured persons from wrecked vehicles, providing emergency medical assistance when necessary and provides emergency medical care until appropriate medical personnel arrive.

Briefs other department personnel about a crime, the victim(s), and the possible suspects and witnesses. Interviews crime victims and witnesses and records the information in written statements and reports. Distributes a detailed description of suspect(s) and/or suspect vehicle(s) to other law enforcement. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been apprehended.

Draws rough sketch of crime scene and obtains fingerprints at a crime scene. Completes finished drawing of crime scene in order to show actual measurements and to identify significant items of evidence in their locations at the scene. Compares fingerprints collected at a crime scene to those already on file. Photographs or directs the photographing of a crime scene. Reconstructs the crime scene and determines possible motive(s) for a crime or incident. Witnesses autopsy of victim in order to complete report with regard to time and cause of death. Prepares for court testimony by reviewing the laws of evidence and all relevant information and testifies in court.

Develops description of suspect wanted for questioning by searching departmental files and records, using the NCIC computer network, and following up on any leads. Locates and apprehends the perpetrators of crimes. Communicates with informants in order to obtain information pertinent to investigations. Supervises and performs the arrangement and assembling of a lineup of suspects. Provides instructions on photo lineup and live lineup to victims and witnesses in order to assist the victim or witness in identifying the suspect. Processes anonymous reports of criminal activity and develops intelligence data on known criminals. Serves as a liaison with other law enforcement agencies and departments to exchange information with regard to major investigations in progress. Communicates with pawn shop owners to exchange

information relating to stolen property and to gather factual evidence on the unlawful receiving and selling of stolen property.

Secures and executes arrest or search warrants. Searches for stolen vehicles or for vehicles suspected of being used for criminal activity. Observes doors and windows of banks and business establishments to ensure their security. Responds to audible and silent business and/or residential alarms. Conducts search of building found unsecured. Reports downed power lines or missing street signs and provides necessary traffic control until the problem is resolved. Provides escort for funeral processions, parades and oversized vehicles.

Develops record of gang related activities. Takes juveniles into custody who have committed a crime or delinquent act. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses. Searches established geographic areas to locate missing children or suspects.

Gathers and compiles information for reports by reviewing and analyzing data such as notes or facts discovered in the investigatory process. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by utilizing the NCIC computer network. Processes data using the department's computer system by entering, updating, and retrieving information relating to traffic violations, vehicle theft, and other criminal activity. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes and suspects.

Secures area of hazardous spill, bomb threat, or other potentially dangerous situation that has occurred until appropriate response team is available. Controls large crowds by establishing safe perimeters, keeping exit routes unobstructed, and observing crowds for any signs of trouble developing. Serves the department in the protection of VIPs on state visits. Controls unlawful or disorderly assemblies.

Maintains proficiency in the use of firearms and defensive tactics. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure that they are in good operating condition. Develops tactical plans for response to various emergency situations and drills. Ensures the proper training and handling of K-9 patrol dogs in the process of searching for or apprehending suspects, or locating contraband.

Maintains effective police-community relations by communicating and displaying an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Maintains professional demeanor and appearance when in contact with the public.

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 accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least eighteen (18) months immediately preceding closing date for application to the board.

Police Corporal PN	
Original Adoption:	02-08-23
Revision Dates:	01-10-24

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which include the direction, deployment and supervision of lower-ranking officers. Police Sergeants patrol assigned areas, provide assistance, back-up, and training for Police Officers and Corporals. Employees of this class supervise lower-ranking employees in traffic control, accident investigations, and general patrol work. Police Sergeants work independently in most areas, with special assignments directed by the Police Lieutenant. This class ranks directly below that of 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.

Assists superior officers in managing patrol shift employees and activities. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Sets work schedules and approves leave for lower-ranking officers. Motivates employees by evaluating their job needs and seeking ways of enriching the job. Participates in the general care, maintenance, and use of departmental equipment and related property. Conducts inspections of assigned department services, evaluates the effectiveness following inspections, and takes appropriate action to correct or improve problem areas. Inspects the appearance of subordinate personnel to ensure compliance with departmental standards.

Supervises and conducts activities related to patrol or general law enforcement. Assumes command of departmental operations in the absence of a superior officer. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Maintains surveillance of suspects or persons in high crime areas. Stops and questions individuals who appear to be acting suspiciously, or who seem to be out of place. Frisks suspect in order to locate weapons. Physically intervenes in fight situations in order to minimize physical injury and to restore peace and order. Engages in armed encounters, uses self-defense tactics and disarms or takes down resisting suspects. Issues explicit, direct and forceful verbal challenge or commands in order to stop suspect or cause suspect to come out from concealment. Obtains medical attention for arrested person who is ill, incapacitated, or who has a suspected or reported health problem. Restrains and arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Performs basic frisk and search during initial booking procedures to discover weapons or contraband. Directs subordinates to confiscate personal property and book arrested person.

Directs traffic control and accident investigation functions for the department. Oversees the patrols on streets and highways in an assigned area to detect traffic violations and malfunctioning signals. Inspects visible contents of stopped vehicle to discover evidence of illegal activity. Stops motorists suspected of driving while under the influence, administers field sobriety test, making arrests when indicated. Performs and supervises emergency medical care by examining ill or injured persons and giving stabilizing treatment until appropriate medical personnel arrive. Investigates traffic accidents by interviewing drivers, passengers and witnesses to obtain necessary information. Takes photographs of traffic accident scene to provide a visual record of evidence for documentation purposes. Protects vehicle accident scene from disturbance, providing for the removal of victims and the safe flow of traffic around the accident. Observes and inspects interior and exterior of abandoned vehicles to determine identifying data about ownership and to ensure proper disposition of vehicle. Clears accident scene by summoning wrecker service and ensuring that debris is removed from the roadway.

Participates in and supervises lower-ranking officers in criminal investigation activities for the department. Investigates cases involving missing persons, domestic violence, arson, forgery, theft, burglary, assault and battery, robbery, gangs or other criminal activity. Investigates homicide by protecting the scene; collecting, recording, and controlling evidence; providing for victim identification; determining the cause and circumstances of the death, in order to locate and apprehend the offender. Gains entry to buildings or rooms by picking locks or kicking in doors. Searches buildings checking all rooms, closets, or other areas where suspects may hide. Locates suspected drug dealers, transporters of illegal aliens, or persons handling stolen merchandise. Makes initial search for missing or overdue persons by collecting and evaluating facts and by following suggested leads. Evaluates the type and seriousness of a crime to determine if a detective is needed at the scene. Searches for, identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene. Protects crime scene by establishing a perimeter and limiting access to authorized persons.

Reviews initial crime report to become familiar with the physical layout of the crime scene, evidence already collected, and proposed leads. Interrogates suspects and evaluates responses to obtain facts, identify the perpetrator, and provide information to support a court prosecution. Briefs other department personnel about the crime, the victim(s), and the possible suspects and witnesses. Secures and executes arrest or search warrants. Interviews crime victims and witnesses to obtain pertinent facts and descriptions of suspects. Provides information to crime victims and witnesses regarding investigative and court procedures. Accompanies victims of violent crime to a hospital for medical attention. Communicates with the District Attorney's office to obtain or exchange information about unsolved cases. Prepares for court testimony by reviewing the laws of evidence and all information relevant to the case. Testifies in court.

Takes juveniles into custody who are in need of care or who have committed a crime. Interrogates juveniles, using established procedures that preserve the rights of the child. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Gathers and compiles information for reports by reviewing and analyzing data. Writes letters or memoranda to communicate information or requests. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report. Reviews reports written by subordinates. Uses computer information systems to enter, update, and retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes.

Monitors any local conditions which may create situations the department may be called upon to handle. Provides for public safety through establishing evacuation routes, performing emergency rescue, and following support measures established in accordance with pre-arranged disaster plans. Provides for crowd control or disbursement at athletic events, parades, or unlawful assemblies. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Maintains proficiency in the use of firearms and other weapons.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below 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, 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 Police Corporal for not less than three (3) years immediately preceding the closing date for application to the board.

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible supervisory law enforcement position, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Work is performed under general direction in accordance with accepted police practices and departmental regulations. Work may require the performance of hazardous and strenuous tasks, as well as the exercise of independent initiative and judgement in directing operations and making decisions under emergency conditions that may endanger life and property. Employees of this class work independently in most areas when performing their tasks, and have work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

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

Maintains public safety, and safety of officers. Supervises an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Assumes command of departmental operations in the absence of a superior officer. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Reviews incoming communications (in basket), handling matters, making assignments to staff, or writing comments and notes as necessary to route work to the appropriate person or location.

Supervises subordinates by reviewing work to be done, delegating assignments to subordinates, outlining responsibilities and duties for subordinates, including explaining policies, procedures, and rules, so that they will know what they are expected to do and what results are expected from their performance. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Alters and assigns work spaces to provide for comfort, efficiency, and safety while completing assigned tasks.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property, by entering and retrieving data using the NCIC computer network. Communicates all relevant information about

an incident by writing a clear and comprehensive narrative report, which requires analyzing and logically organizing factual data and applying the basic principles of composition and grammar.

Writes letters and memoranda in order to effectively communicate information or requests, by analyzing the problem or need, gathering and organizing supporting data, and composing the message to achieve the desired effect. Writes letters in answer to written or oral requests or as needed to handle problems of the police service. Sends reports to Homeland Security. Uses computer information systems to enter/update/retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Inspects and maintains equipment such as vehicles, weapons, and radar to ensure that they are in good operating condition. Maintains proficiency in the use of firearms and other weapons. Uses self-defense tactics, handcuff techniques, pressure point control tactics, or other self-defense techniques. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem, in order to respond to incoming calls or to provide support for primary units.

Patrols and supervises patrol of assigned areas in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety via various modes of transport such as on foot, on bicycle, or by patrol car. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions, in order to disperse the gang or deter the criminal activity.

Observes and stops motorists suspected of driving while under the influence, administers field sobriety test, and makes DUI arrests when indicated. Conducts vehicle stops in accordance with proper procedures, including unit positioning, requesting DMV information, surveillance, and vehicle approach. Monitors an assigned area to detect parking violations and issues citations when violations have occurred. Investigates vehicle accidents involving a death in order to establish the elements for the offense of vehicular homicide.

Performs basic frisk and search during initial booking procedures to discover weapons or contraband. Books arrested person by entering pertinent information into the appropriate record and advising the prisoner of his rights and of the charge(s) against him. Photographs and fingerprints new prisoners. Confiscates, itemizes, and records personal property of arrested person and secures in proper storage facility. Transports prisoners from one location to another using appropriate safety and security measures to minimize the chance of escape or danger to the officer or community. Follows procedures and special precautions in handling prisoners who have psychological or physical problems, such as those who are violent, uncooperative, substance abusers, mentally unstable or suicidal.

Reviews initial crime report to become familiar with the physical layout of the crime scene, with evidence already collected, and with proposed leads. Searches for, identifies, collects, labels, and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and evaluates suspect's responses to obtain facts about a crime, identify the perpetrator, and provide information to support a court prosecution. Interviews crime victims and witnesses, asking relevant questions to obtain pertinent facts, and records information in written statements and reports to secure and preserve information necessary for further action.

Investigates various cases such as those of suspected arson, assault and battery, thefts and burglaries, computer fraud, possession, sale or use of narcotics and controlled substances, missing persons and homicide. Prepares for court testimony, reviewing the laws of evidence and all information relevant to the case, and testifies in court to facilitate a proper disposition of the case. Explains the law and penalties for alleged offenses to juvenile offenders and their parents. Confers with court officials about possible detention of juvenile, pending court procedures, and disposition of case.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below 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, 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 not less than twenty-one (21) years of age.

Must be a regular and permanent employee in the class of Police Sergeant for at least three (3) years immediately preceding the closing date for application to the board.

Police Lieutenant PN
Original Adoption: 02-08-23
Revision Dates:

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department service or divisions. Police captains manage department operations and subordinate employees in the most efficient manner. Employees of this class determine department ratings and recommends employee assignments. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with little supervision with work reviewed by a Deputy Chief of Police. This class ranks directly below that of Deputy Chief of Police.

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.

Reviews work to be done and delegates assignments to subordinates. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules so that they will know what they are expected to do and what results are expected from their performance. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Evaluates training needs and provides for employee training at all levels. Serves as an instructor for formal instruction provided by the department.

Supervises an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Assumes command of departmental operations in the absence of a superior officer. Manages all department operations on one shift. Deploys available man-power in a manner that most effectively provides the required services. Conducts research and inspections to be used in making management decisions and evaluates the effectiveness of these services following inspections. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews crime statistics for specified periods, and evaluates new laws to identify areas in need of special enforcement efforts. Observes and oversees subordinate personnel to determine if additional training is needed. Supervises all detective and special operations, as well as assigns cases. Supervises and investigates sexual assault cases. Supervises juvenile and general cases. Oversees the process in which cases are distributed.

Oversees and takes part in the investigation of forgery, arson, assault, theft, fraud, homicide, narcotics, robberies, and missing persons. Reviews initial crime report to become familiar with the crime scene. Searches for, identifies, collects, labels, and preserves evidence, using

appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses. Uses procedures and techniques for lifting fingerprints and photographing a crime scene. Secures and executes arrest or search warrants, following all legal procedures for arrest and obtaining a warrant. Witnesses autopsies in order to complete reports. Accompanies victims of violent crime to a hospital for medical attention. Conducts surveillance by covertly observing persons for illegal activity and develops descriptions of suspects wanted for questioning by searching varying systems. Assembles a "photo lineup" using information from prior arrests and gives instructions on its use to assist the victim or witness in identifying the suspect. Traces suspects, witnesses, and victims by obtaining information via telephone, contacts, and public agencies. Communicates with the District Attorney's Office to exchange information about pending cases. Prepares for court testimony by reviewing the laws of evidence and all information relevant to the case. Testifies in court to facilitate a proper disposition of the case. Gathers intelligence relating to youthful offenders and takes juveniles who committed a crime into custody. Takes in custody juveniles who are "in need of care" or who have committed a crime. Places juveniles in an appropriate detention facility.

Inspects traffic control devices and reports malfunctioning signals. Directs traffic by using standard gestures. Assists a superior officer in radar operations in designated areas to detect speeding motorists. Assists a superior officer in street and highway patrols and inspects visible contents of stopped vehicles. Positions police unit at the accident scene to provide safety. Clears accident scene of debris and removes injured or deceased persons. Identifies, protects, and documents any evidence found at the accident scene. After an accident, provides information to each driver on filing an SR-10 form with the state. Participates in conducting vehicle stops of motorists suspected of driving under the influence. Investigates vehicle accidents involving a death in order to establish the elements for the offense of vehicular homicide. Participates in crowd control, disaster control, bomb threat response, and search teams.

Dispatches officers via radio to respond to calls and support for primary units. Questions suspicious individuals and frisks suspects by patting down outer surface of suspect's clothing. Locates drug dealers, transporters of illegal aliens, or persons handling stolen merchandise. Makes initial search for missing or overdue persons by collecting and evaluating facts and by following suggested leads. Patrols assigned areas on foot and by car. Maintains surveillance of suspect through use of motorcycle or patrol car, following traffic laws and procedures. Observes and inspects abandoned vehicles to determine identifying data. Operates police radio in accordance with department procedures. Protects crime scene by establishing a perimeter and limiting access to authorized persons so that evidence is not removed or disturbed. Evaluates the type and seriousness of a crime and provides information to crime victims. Briefs other department personnel about the crime, the victims, and the possible suspects and witnesses. Physically intervenes in fight situations by separating parties involved to minimize physical injury. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Provides emergency medical care and obtains medical attention for arrested persons or injured persons. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions, in order to disperse the gang or deter the criminal activity. Issues explicit, direct, and forceful verbal challenges to suspects, disarms suspects, and engages in armed encounters.

Maintains suspect files by recording and filing all personal information and gathers information

for reports by reviewing and analyzing data such as notes or facts. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report. Writes letters and memoranda in order to effectively communicate information or requests, by analyzing the problem or need, gathering and organizing supporting data, and composing the message to achieve the desired effect. Uses computer information systems to enter/update/retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems.
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 being of legal age.

Must not be less than twenty-one (21) years of 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 have a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least 3 years immediately preceding closing date for application to the board.

Police Captain PN Original Adoption: 02-08-23 Revision Dates:

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank in the police department, the primary duty and responsibility of which includes assisting the Chief of Police in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the chief's absence. The Deputy Chief of Police manages the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Chief of Police. This class ranks directly below that of Chief of Police.

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 Chief of Police in the absence of the chief. Manages all department operations on assigned shift and oversees the operation of one or more police department functions or divisions. Recommends and assists in setting management policies, goals, and objectives for consideration by a superior officer. Participates in the research and planning for programs and activities of the department and assists in determining how the department should be organized. Conducts inspections of various divisions of the department and observes department operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Aids in deciding on officer deployment in a manner that optimizes cost effectiveness.

Plans and organizes departmental operations having to do with personnel, equipment and apparatus. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Assists the Chief of Police by giving reports, offering advice, making recommendations, and keeping informed on local trends that may affect the police service when attending all meetings required by the local governing authority. Organizes and analyzes data from polls, surveys, or information gathering devices and recommends needed policy statements or policy changes for the police department based on data. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Assists superior in assuring that

all department personnel policies conform to EEOC standards. Assists boards and agencies such as retirement boards, supplemental pay boards, and police officer training agencies whose rules and operations affect the careers of police department employees or the work of the police department.

Assists in managing the accounting for the money and assets of the department. Aids in compiling and organizing budget data in order to prepare an operating budget for the entire department. Participates in preparing estimates and authorizing expenditure funds, making sure that such are in accordance with the budget. Assists in reviewing and signing purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Participates in the purchasing of equipment and supplies, keeping such purchases within the established budget for the department. Aids in researching potential grants in order to obtain funds for specific programs and other law enforcement programs. Supervises grant-funded projects, ensuring that grant provisions are met and that funds are used as specified in the proposal.

Assists in developing a personnel recruitment and selection program. Reviews new employment applications and verifies the information provided. Assists in interviewing prospective employees and makes recommendations for hiring. Supervises department employees by overseeing the process of assigning work schedules, approving leave, reviewing reports written by subordinates, evaluating work performance of subordinates and assists a superior officer who writes employee evaluation reports. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Maintains discipline among employees of the department by conducting corrective interviews and recommending disciplinary action. Investigates complaints against department personnel and works with attorney on legal matters for the department related to personnel matters. Manages someone who keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Makes decisions concerning what information should be included in all records of the department and determines how this information should be kept. Supervises in the preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes and suspects. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation and ensures that accurate department records are maintained. Supervises others who writes letters and reports in order to effectively communicate information or requests addressed to the department. Supervises

someone who writes newspaper articles or any other type of official department position paper for publication. Files records and reports as required.

Assists in the development of a training program for the department and sees that such program is properly staffed and supplied with training resources. Manages others who serve as an instructor, manages others who provide for outside instruction and oversees on-the-job training. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts when required. Manages others who prepare lesson plans and written tests, and administers training tests. Supervises the process of researching technical data for the purpose of integrating such material into the training program.

Supervises the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the police department. Supervises someone who arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Reviews estimates obtained on repair costs and determines which repair service should be used. Assists a superior officer in locating and making arrangements for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Meets with sales representatives to review products and make decisions on purchasing. Makes recommendations on major purchases for the department.

Supervises activity at a crime scene to make certain that the scene is secured so that all possible evidence remains intact. Oversees the investigation of homicides; Reviews cases handled by investigative personnel to assist and advise officers and to see that all laws and procedures are followed. Conducts the investigation of thefts, burglaries and robberies. Apprehends persons suspected of committing crimes. Studies crime statistics in order to identify areas in need of special law enforcement efforts. Assists in directing operations in situations involving snipers, hostages, bombs threats, and supervises in determining when special equipment can and should be used. Assists in raids on premises where narcotics or dangerous or controlled substances are believed to be stored or processed, or are being sold illegally. Leads operations during natural disasters or other catastrophic events. Testifies in court after having received official notice to do so. Supervises prisoners engaged in any activity taking place outside the jail facility and oversees meals, clothing, medical care, exercise, and all other daily needs of prisoners. Assists a superior officer who sees that the jail facility is clean and that all necessary maintenance has been accomplished.

Assists a superior officer who develops an index for traffic enforcement and uses index to determine what would be a suitable level of enforcement for areas covered by the department. Prepares recommendations for correcting traffic related problems and submits recommendations to the appropriate official. Supervises movement of traffic at critical times or in critical areas by seeing that adequate personnel are trained and available to handle problems in these areas and at these times. Uses computer information systems to enter/update/retrieve

data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes.

Supervises the exchange of pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property through the NCIC computer network. Maintains suspect file by recording and filing all personal information about a suspect and any known acquaintances of the suspect, in order to facilitate the investigative process. Acts as a consultant for smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in law enforcement efforts when required. Assists in running designated laboratory or verification tests on evidence collected.

Inspects the scene of a fire suspected to have been caused by arson. Identifies, collects, and labels evidence of suspected arson, following accepted procedures to protect the chain of custody of evidence. Talks with victims, witnesses, and informants, does research to compile background information and evidence, and uses other standard investigative procedures to identify and locate persons suspected of setting arson fires.

Assists in informing the public about police department work. Oversees the release of information and answers questions for the news media. Answers telephone inquiries about the operations of the police department. Assists a superior officer with tours of department facilities for schools or civic groups.

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.

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education

(BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Ponchatoula Police Department.

Deputy Chief of Police PN Original Adoption: 02-08-23 Revision Dates:

POLICE COMMUNICATIONS OFFICER I

(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. Police Communications Officers 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. Police 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 and enters information in the computer. Records all complaints on high speed line printer in order to have records of dispatching activity. Determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure. Uses CAD display to monitor the location and status of emergency units. Sees that all necessary information such as lists of officer names, work locations, and related information needed to be able to correctly dispatch calls is available to communications personnel. Keeps track of location and condition of each unit at all times. Keeps track of time and mileage on units transporting prisoners, suspects, or private citizens. Takes requests for assistance following departmental procedures. Notifies special units or agencies designated by department procedures in special or emergency situations. Relays information or answers questions which come in by radio from field units or refers questions to appropriate supervisor.

Operates the NCIC computer program and maintains NCIC forms and files. Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, etc. Operates teletype keyboard and/or computer keyboard by using designated codes. Communicates with hearing impaired callers utilizing telecommunication devices and software for the deaf. Listens to other radio frequencies to keep track of activity in the area covered and to take appropriate action when necessary. Watches or listens to monitors registering burglar alarms for banks, federally insured locations, schools, private businesses or other facilities and follow established procedures when such alarms are received.

Answers all police department non-emergency telephones and transfers callers to the correct office or department. Operates officer paging or intercom system to relay messages and information to department personnel.

Oversees the preparation and maintenance of division records. 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. Develops new forms and revises old ones to improve accuracy and efficiency of documentation. Makes copies of arrest and investigation reports, accident reports or any other designated by department policy. Retrieves information from records for any persons authorized to request information. Writes letters in answer to written or oral requests. Collects money for fines or bonds from the public or manages petty cash fund.

Monitors the general care, maintenance, and use of departmental communications equipment. Tests radios in police units on a set schedule by sending and receiving messages. Inspects appearance of equipment or personnel. Provides for the repair of any malfunctioning communications equipment. Inspects any equipment after repairs to see that repairs were done properly. Distributes supplies and equipment. Provides for the purchase and storage of all needed supplies and equipment for the division.

Provides technical assistance when needed by answering questions and providing back-up support. Sees that all new employees receive necessary formal and informal training. Personally conducts formal training and provides on-the-job instruction in operations of communications equipment and related areas. Prepares training material and participates in trainings provided by the department.

Sets goals and objectives for the division. Plans, organizes, assigns, and directs division operations with respect to equipment and personnel. Reviews incoming communications. Handles complaints from the public concerning problems in the dispatching division. Makes recommendations for changes in procedure. Performs any tasks which are required to comply with FCC regulations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Must not be less than 18 years of age.

Police Communications Officer I PN Original Adoption: 02-08-23 Revision Dates:

POLICE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled positions in performing police communications duties and assisting in the work activities of lower level employees. Employees of this class perform the same duties as the lower level employees, but at a higher skill level and with a greater degree of discretion and independent judgment. Work involves handling calls, performing clerical and maintenance duties, testing equipment, documenting work related complaints from police officers or the public and preparing shift reports as directed. The class differs from that of Police Communications Officer I because of the higher level of skills and responsibilities and the higher degree of speed and assurance in the performance of their duties. Work is reviewed and supervised 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.

Participates and assists lower level employees in the operation and proper procedures of communication system, including CAD, are being followed. Determines unit to be dispatched and dispatches unit following departmental procedures. Relays information or answers questions which come in by radio from field units. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Receives acknowledgments from unit by radio. Keeps track of time and mileage on patrol units. Performs any tasks which are required to comply with FCC regulations.

Listens to other radio frequencies to keep track of activity in the area covered and to take appropriate action when necessary. Watches or listens to monitors registering burglar alarms and follows established procedures when such alarms are received. Calls state police or other law enforcement agencies by phone or radio to send or receive messages. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals.

Operates teletype and computer keyboard to send and receive messages. Communicates with the hearing-impaired callers utilizing telecommunications devices and software for the deaf. Ensures that specified officers, units or designated agencies are notified of special or emergency situations. Receives and transmits messages to and from the incident scene and to and from related department personnel by telephone, public address or teletype.

Handles calls and receives complaints over the telephone or from other sources, taking as much information as possible from the caller such as name, address, nature of problem, and any other

information required by departmental procedures. Enters additional information received after the original incident was created in computer files.

Personally completes all forms, records, and reports required. Retrieves information from records. Files items such as complaint cards, cross reference cards, or any other department record compiled or used by the dispatching section or by police officer and department officials. Writes letters in answer to written or oral requests addressed to the communications division or as needed to handle problems or to address other needs of the communications division. Makes copies of items such as arrest and investigation reports, accident reports, or any other designated by department policy.

Oversees the general care, maintenance, and use of departmental communications equipment. Performs routine tests on communications equipment, such as radios and telephones. Answers questions on department procedure when requested or refers questioners to designated authority. Participates in training provides by the department on communications and related areas. Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, preparing shift reports and assembling necessary supplies and equipment.

Collects money for fines or bonds from the public or manages petty cash fund, keeping appropriate records. Participates in conferences, conventions, and other educational meetings.

Performs any 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 driver's license.

Must be a regular and permanent employee in the class of Police Communications Officer for at least three (3) years immediately preceding closing date for application to the board.

Police Communications Officer II PN
Original Adoption: 02-08-23
Revision Dates:

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include managing the department's records, correspondence, policies, procedures, communications, and the personnel records of employees. The employee of this class serves as the primary purchasing officer by reviewing requests, obtaining cost proposals and issuing purchasing orders. The employee of this class will assist the Police Chief in public relations of the department as well as serve as a liaison with other agencies. The employee of this class is responsible for managing all departmental equipment, facilities and inventory. The incumbent works with a high level of independence, receiving only limited direct supervision. The Administrative Assistant to the Police Chief exercises no supervisory authority over law enforcement personnel. The incumbent in this class reports directly to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples of work 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 the preparation of the operating budget, and gathers information to be used in compiling the budget. Determines the cost of purchasing supplies and equipment by preparing expenditure estimates. Reviews, orders, purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget and departmental policy. Maintains departmental inventory of supplies and equipment disbursing such to police personnel as required.

Manages the care and maintenance of department equipment, vehicles, and property, including preparing the required specifications for new equipment purchases subject to public bid law. Plans for repairs and maintenance of vehicles and equipment, and assists in inspecting equipment or vehicles after repairs to see that these were properly accomplished.

Oversees the operation of the police department records division by determining what information should be included in all records and in what format this information should be kept. Supervises the preparation and maintenance of department records. Personally, prepares any forms and records required. Provides for the maintenance and accuracy of all department records such as personnel records, records of activity, inventory records, or any others which may be required. Files correspondence, forms, records and reports in hard copy files or a computer database, according to the appropriate organizational scheme. Locates and retrieves information or documents from any file, and traces missing files. Periodically reviews files,

including electronic files and disposes of any obsolete files or records in accordance with established retention schedules or law.

Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Assists with juvenile cases by preparing case file, sending to juvenile court and notifying office and guardian to appear in court. Files and logs all citations written and handles expungements.

Reviews incoming communications making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Compiles and analyzes data as needed. Maintains departmental general orders policy and procedures. Updates and maintains confidentiality of personnel files, as well as, all sensitive and limited access data.

Receives and distributes mail. Assists with public information requests, including providing reports, taking payments, and summoning officers to take report. Compiles insurance request; files and logs citations written; logs notice of violations and forwards license plates to appropriate agencies.

Recommends management policies, goals, and objectives for the department. Organizes and manages personnel recruitment and selection programs. Arranges and conducts psychological evaluation for new hires, registers employees for peace officer standard and training (POST), and provides necessary documentation to the POST council. Supervises department employees by reviewing reports and aiding in technical areas of work.

Assists the police chief with public relations and serves as the police department's liaison within the department for email and website accounts, as well as other agencies, including the District Attorney's office. Answers telephone inquiries about operation of the police department or any related areas of law enforcement operations. Writes letters in response to written or oral communications addressed to the police department regarding departmental issues, problems or other needs of the police service. Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Writes newspaper articles or any other type of official department position paper for publication. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Provides information to Crime Stoppers and maintains the police department's Facebook and other social media accounts.

Performs any other 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.

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

Must possess a valid driver's license.

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

Must possess five (5) years of office management experience; a bachelor's degree will substitute for the five (5) years' experience requirement.

Administrative Assistant to the Police Chief PN Original Adoption: 02-08-23 Revision Dates:

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Police Lieutenant who is the immediate supervisor 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.

Acts as receptionist to visitors; screens visitors to determine their business; directs them to appropriate individuals or offices for the department. Answers questions and handles any routine requests by visitors to the office. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following departmental procedures. Places telephone calls for the department. Schedules appointments, keeps records of schedules and notifies appropriate personnel of appointments, meetings, or other scheduled events for a division.

Opens incoming mail for a division. Processes outgoing mail and interdepartmental correspondence. Sorts and distributes the mail to proper person, section or office. Assembles documents for mailing or transmission to other work units or to external persons or offices. Receives and distributes incoming work to appropriate staff. Maintains a library or archives of materials for future use or reference by department personnel. Stamps material to record date and/or time that the material was received.

Reads, refers to, and/or interprets the law, rules, regulations, policies, reports, incoming correspondence, and/or procedural briefs in order to solve a problem or answer a question. Reads incoming materials and sorts according to subject matter. Analyzes letters or other requests for information to determine the form, record, or other document to send to the requestor. Manages the operation of one division of the department with primary functions including clerical or secretarial duties, accounting, or records-keeping. Develops new procedures for office functions when necessary.

Sets up a filing system, revising such system when necessary. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, geographically, or by subject matter. Maintains computerized files. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Maintains confidentiality of sensitive and limited access data.

Types letters, forms, memos, statements, formal reports, or any other assigned documents. Takes dictation and transcribes from notes, using shorthand, longhand or speedwriting. Writes letters in answer to written or oral requests addressed to the department or as required to handle problems or other needs of the department. Drafts letters or memoranda for review and signature of others. Compiles and organizes data needed for reports. Writes reports and composes business letters requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Compiles case packets for prosecuting jurisdictions and authorities. Proofreads typed materials and corrects errors. Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Checks final copy of correspondence for proper form and completeness. Monitors the storing, use and reprinting of agency forms. Designs standardized forms for record keeping. Develops procedures for processing records or files.

Copies computer data from computer's hard drive to back up drive, flash drive, external hard drive, or server. Uses computer scanning equipment to enter records or documents into computer database. Locates and retrieves information or documents stored on a computer. Performs appropriate back-up function in computer files. Utilizes office programs (Microsoft Word, Excel, PowerPoint) to develop forms or records, enter data and retrieve information as required. Services office equipment by performing routine preventative maintenance, arranging for maintenance, and replacing supplies. Operates a facsimile machine to send or receive pertinent information needed by the department. Operates a calculator, or computer software application to assist in making mathematical computations.

Promotes a positive public image of the department in the daily performance of duties by interacting with community members and offering assistance and information as needed in person, on the telephone and via email. Performs public relations duties such as answering telephone inquiries about operation of the department or any related areas of the department.

Accounts for the money and assets of an assigned division of the department. Supervises the verifying and reconciling of a number of account balances. Receives, records, balances, and issues petty cash payments. Checks vendors' invoices to see if items, quantities and prices are as ordered.

Operates communications equipment for short periods to relieve communications officers. Enters calls for service into CAD program.
Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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

Must possess a valid driver's license.

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

Must possess five (5) years of office management experience; a bachelor's degree will substitute for the five (5) years' experience requirement.

Police Records Clerk PN Original Adoption: 02-08-23 Revision Dates: