

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 receives and processes records and reports of the department, and enters records into the department computer. The employee of this class prepares correspondence for the Chief's signature, maintains department files, and acts as receptionist for the department. The Secretary to the Fire Chief performs routine duties independently, 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 to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Takes dictation and transcribes from notes, using longhand. Assist the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Completes personnel action forms required to report personnel actions to the civil service board. Completes all records required or assigned. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, by subject matter, or by code. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Develops new procedures for office functions when necessary.

Prepares correspondence for the Fire Chief's signature. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Composes business letters using correct grammar and punctuation. Compiles and organizes data

and writes reports. Prepares news release or any other type of official department statement for publication for the Fire Chief's review. Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Assist in the preparation of the total departmental operating budget. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Compiles information to be used in developing the departmental budget. Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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.

Secretary to the Fire Chief SU Original Adoption: 08-10-04 Revision Dates: 01-27-09, 06-12-14, 08-19-20

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

The performance of the duties assigned by a superior officer that is delegated to the police department by federal, state, or municipal statutes in the preserving of the peace and order within its jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS

Work in this class involves responsibilities of law enforcement. Employees work along with and receive assistance from older employees of the department.

EXAMPLES OF WORK

(Illustrative only. Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Patrol work, including comprehensive traffic accident reports;

Help keep traffic moving;

Mark cars for overtime parking;

Answer questions for and direct public;

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

Help maintain order in crowds and at public gatherings;

Attend classes of instruction. Read and study assigned materials and generally prepare himself for the better performance of his work;

Make arrests in accordance with the law.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

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.

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

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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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.

Police Officer SU

Original Adoption: 04-26-65

Revision Dates: 09-05-73, 05-03-77, 05-24-77, 06-21-83, 07-03-84, 03-16-94, 06-21-94,
01-17-95, 08-25-98, 10-25-05, 05-02-06, 01-27-09, 06-12-14, 08-19-20

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of police officers, or personally perform difficult and complex clerical and communication work, as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

(Illustrative)

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Inspect police officers before they go on duty for compliance with departmental regulations;

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions; or give instructions, for better execution of work;

Report any breach of duty or inefficiency to the Chief or superior officer;

Assist in the conduct of investigation of major traffic accidents and violations;

Make daily reports, as required;

Operate communications system, handle office details or arrest, booking and caring for prisoners, bonds, and fines, the keeping of important records and valuables, the preparation of important and complex reports and other police clerical work, when and as assigned.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

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.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for a period of at least two (2) years immediately preceding the application deadline.

Police Sergeant SU

Original Adoption: 04-26-65

Revision Dates: 07-19-73, 02-27-74, 05-03-77, 06-21-83, 06-21-94, 06-28-05, 10-25-05,
05-02-06, 02-13-19

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the major duties of which consist of supervising lower ranking police officers and assuring that established procedures and policies are enforced. Employees of this class oversee the production and maintenance of records required to document department activity, perform public relations functions, and assist in managing the care, maintenance, and use of all department equipment, vehicles, and property. Police Captains supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, and criminal investigation. Duties of this class are performed with a high degree of independence, with work reviewed by a Police Major. This class ranks immediately below that of Police Major.

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 and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, and jail operations.

Manages the work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Determines the organization of assigned services, including the deployment of personnel. Investigates accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Manages a recruitment and selection program and gives talks about employment opportunities at schools or meetings of civic organizations.

Oversees the supervision of the preparation and maintenance of department records and forms. Writes letters in answer to written or oral requests addressed to the police department.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with the public and other agencies. Sees that an official department representative is assigned to meetings in order to give reports, offer advice, make recommendations, which may affect the police service. Answers inquiries or complaints from the public about the operation of the police department. Conducts tours of department facilities for school or civic groups.

Determines target areas for crime prevention or community relations efforts, and produces instructional materials to be used in crime prevention and other community relations programs. Delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Delegates work assignments, sets priorities, and reviews the work and reports of subordinates in order to best accomplish the goals of the organization. Inspects the appearance of subordinate personnel to ensure that they meet departmental standards. Approves leave. Provides assistance to employees in technical areas of work. Handles employee complaints and grievances.

Assists in the evaluation and development of a training program for the department and serves as an instructor. Provides technical expertise to smaller law enforcement agencies in surrounding areas.

Supervises the general care and arranges for repairs and maintenance of all department buildings, property, or equipment. Reviews products by meeting with sales representatives, evaluates specifications, and recommends products to be purchased.

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.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding the application deadline.

Police Captain SU	
Original Adoption:	04-26-65
Revision Dates:	02-27-74, 06-21-83, 04-02-85, 03-03-93, 03-16-94, 06-21-94, 03-27-01, 10-25-05, 05-02-06, 02-13-19

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary duty of which is the management of a group of police department divisions or services. The employees of this class have the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate employees within the assigned areas. Police Majors also perform functions in financial management, public relations, and information management. Employees of this class develop a departmental training program, prepare equipment specifications, and recommend purchase of departmental equipment. Police Majors perform duties with a high level of independence, reporting to and having work reviewed by the Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

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

Manages the operation of an area of police department services, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Recommends management policies, goals, and objectives for the assigned areas. Conducts inspections of assigned divisions, evaluates their effectiveness, and takes action to improve problem areas. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Interviews prospective employees and makes recommendations for hiring. Reviews incoming communications, making assignments to the appropriate person or location. Sees that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Gathers information for assigned areas of responsibility to be used in budget preparation. Reviews divisional operating budgets, and prepares revenue estimates. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Authorizes the expenditure of funds in accordance with the budget. Writes requests for grants or other special funds to aid in the operation of the police service.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Compiles and analyzes data needed for reports. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes letters and reports needed to handle problems or to address other needs of the police service.

Develops a training program for the department and sees that such program is properly staffed and supplied. Serves as an instructor for formal instruction, and acts as a training consultant for smaller law enforcement agencies in surrounding areas.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meetings of governmental or civic committees and groups. Acts as department representative to the news media. Writes newspaper articles or any other type of official department position paper for publication. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups, and conducts tours of department facilities for school and civic groups. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Conducts polls or surveys related to the police service, and organizes gathered data to identify areas in need of special law enforcement efforts. Coordinates the work of the department with related federal, state, and local agencies.

Supervises subordinate department employees. Assigns duty areas, makes work schedules and approves leave. Reviews reports written by subordinates. Evaluates work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides on-the-job training for department members and serves as an instructor for formal training. Maintains discipline, and recommends disciplinary action to the appointing authority.

Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies in accordance with the law and within the established budget.

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.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain for a period of at least two (2) years immediately preceding the closing date for application to the board.

Police Major SU

Original Adoption: 03-27-01

Revision Dates: 10-25-05, 05-02-06, 02-13-19

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in the management and administration of the overall functions and operations of the police department. The Assistant Police Chief performs the duties of the Police Chief in the absence of the Chief. The employee of this class assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. The Assistant Police Chief performs general accounting duties and prepares the departmental operating budget. Duties of this class are performed with a high degree of independence, with special assignments received from and work reviewed by the Police Chief. This class reports to and ranks directly below that of Police Chief.

EXAMPLES OF WORK

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

Assists the Police Chief in the administration and management of the police department operations. Performs the duties of the Police Chief in the absence of the Chief. Recommends changes in the operational procedures and policies of the department. Monitors local conditions for which the department may be called upon to handle. Participates in developing procedures to accomplish the goals of the department.

Conducts research to be used in making management decisions, and for the planning of programs and activities for departmental operations. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of established procedures. Evaluates new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Manages the development and implementation of safety programs for the department, and provides for on-going safety training and education.

Sees that all department personnel policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect police department personnel. Manages the operation of the general accounting systems for the department. Assists the Police Chief in the preparation of the departmental operating budget. Writes requests for grants or other special funds to aid in the operation of the police service.

Reviews and approves purchase requisitions, and authorizes the expenditure of departmental funds. Prepares specifications for the purchase of new equipment, and purchases equipment and supplies in the manner provided by lawful authority.

Serves as official department representative at meetings of governmental and civic groups. Answers questions about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with other agencies, providing information and assistance when needed. Writes and delivers speeches, and structures and supervises demonstrations on law enforcement and crime prevention topics.

Supervises the records-keeping systems and facilities of the department, and the preparation and maintenance of departmental records and reports. Develops and revises forms in order to improve accuracy and efficiency of documentation. Writes reports, letters, and memoranda to effectively communicate information, or to respond to requests.

Supervises subordinate police department employees. Provides direction in the law enforcement functions of the department. Recommends long term goals for consideration by the Police Chief, and establishes a timetable for completion following implementation. Monitors work pace and progress. Approves leave. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, traffic control and traffic accident investigation, handling of juveniles, and jail operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before 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.

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

Must possess a valid driver's license.

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

Assistant Police Chief SU

Original Adoption: 11-23-99

Revision Dates: 03-27-01, 10-25-05, 05-02-06, 02-29-12, 02-13-19

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs systems to provide law enforcement services for the community and provides for all support functions for these operations, including conducting research and planning for department operations, development of a crime prevention and community relations program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

EXAMPLES OF WORK

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

Manages the operation of the police department. Reviews incoming communications, making assignments to staff and routing work to the appropriate persons or locations. Collects information to be used in making management decisions and for planning purposes. Monitors any local conditions which create situations the department may be called upon to handle. Identifies areas needing improvement and develops programs and procedures to improve the quality and effectiveness of service in these areas. Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring recommendations. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Collects and analyzes data on the extent and causes of risk and devises a risk management program to control losses to an acceptable level. Monitors the results of the risk management program and makes adjustments as needed. Develops and implements a safety program for the department.

Supervises the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget. Prepares a departmental operating budget.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes, and organizes data and writes reports needed to document the operation of the department. Directs the writing of letters to answer written or oral requests addressed to the police department. Supervises the writing of public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Directs the writing of requests for grants or other special funds to aid in the operation of the police department.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Supervises the releasing of information to the news media, and the giving of speeches to civic groups. 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 and directs the development of a community relations program to meet identified community needs. Supervises the production of instructional materials to be used in crime prevention and other community relations programs, and monitors the writing of speeches and structure demonstrations on crime prevention or related law enforcement topics to be given to schools, clubs, or civic groups.

Supervises department employees, outlining responsibilities and duties, reviewing work and delegating assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Supervises the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Supervises the evaluating of the work performance of subordinates and the writing of employee evaluation reports. Handles employee complaints and grievances and maintains discipline among employees.

Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the department training program. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Prepares specifications on new police department equipment for public bids. Maintains department inventory of supplies and equipment. Supervises the general care, maintenance, and use of departmental equipment, vehicles, and property. Obtains estimates on repair costs and inspects equipment or property after repairs to see that repairs were properly accomplished.

Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control, criminal investigation, special operations, handling of juveniles, and management of the jail.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must possess at least ten (10) years of progressively

responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief SU

Original Adoption: 04-26-65

Revision Dates: 05-24-77, 07-03-84, 03-03-93, 01-17-95, 10-25-05, 05-02-06, 01-27-09,
06-12-14

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees of this class perform entrance-level work involving monitoring and operating the police radio system and related emergency communications equipment. Police Communications Officers are responsible for monitoring the location of officers on duty, dispatching units in accordance with established policies and procedures, and providing requested information or assistance to duty officers. Employees of this class operate computer terminals to obtain information regarding offenders and vehicles as requested by officers, and maintain simple records and reports of all complaints. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by Patrol Shift Captain or other Supervisor as designated by the Police Chief.

EXAMPLES OF WORK

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

Answers emergency and non-emergency telephone for the police department and takes caller information such as name, address, nature of complaint, and any other information as designated by department policy. Takes complaints from other sources such as police units or from citizens in the department. Enters all complaints and related information into computer or on high speed line printer in order to have records of dispatching activity. Communicates with hearing impaired callers utilizing telecommunications devices and software for the deaf. Monitors burglar alarms and follows established procedures when such alarms are received.

Determines the correct unit to be dispatched and keeps track of location and status of emergency unit at all times. Dispatches unit following departmental procedures. Uses CAD display to monitor the location and status of emergency units at all times. Monitors time, and mileage on patrol units. Takes requests for assistance from units and relays information or answers questions from field units. Notifies special units or agencies designated by department procedures in special or emergency situations.

Operates teletype and computer keyboard. Calls state police or other law enforcement agencies by phone or by radio to send or receive messages regarding vehicle registration, drivers= licenses, runaways, criminal records, or related matters from NCIC or other law enforcement agencies.

Listens to other radio frequencies such as the sheriff's department, state police, or fire department to monitor local activity and to take appropriate action when necessary.

Operates office paging or intercom system to relay messages and information to department personnel. Distributes equipment such as walkie-talkies, arms, ammunition, keys for police units, or related equipment. Participates in training provided by the department on communications related areas.

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 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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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 be not less than eighteen (18) years of age.

Police Communications Officer SU
Original Adoption: 07-19-73
Revision Dates: 07-03-84, 01-17-95, 08-25-98, 10-25-05, 05-02-06, 01-27-09, 06-28-11, 06-12-14, 10-26-16, 08-19-20

EVIDENCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the collection and preservation of evidence at the crime or accident scene and the accurate accounting and security of all property in the evidence room. The Evidence Officer is responsible for the creation and maintenance of detailed evidence records and the lawful disposition of property maintained in the evidence room. The employee in this class has the authority to act independently following standard operating procedures and may perform special tasks with only general instructions. The Evidence Officer reports to and has work reviewed by the Police Sergeant assigned to the Evidence Division.

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.

Oversees the operation of the Evidence Division. Provides for security of the evidence room and ensures that all efforts are taken to make the room safe and secure for employees as well as property. Prepares, identifies, and maintains assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Maintains an accurate account of all property transfers and releases. Handles monies submitted as evidence. Verifies evidence reports against property to ensure accuracy. Matches stolen and lost property with property inventory. Assists with audits of property inventory.

Corresponds with officers and the general public regarding the disposition of property. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Researches cases in order to communicate with and release evidence to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Transports evidence and materials to forensic labs or other agencies for investigation and analysis. Testifies in court when required.

Responds to all crime scenes and accident fatalities to search for and collect physical evidence. Documents evidence at crime scene by taking photographs, making video recordings and

preparing sketches. Collects, photographs, and preserves fingerprints, palm prints, blood, hair fiber, and physical evidence. Prepares castings or moulages of tire impressions, foot and hand impressions, and any other tools or related impressions. Collects, preserves, classifies, and analyzes photographs taken at the crime scene. Attends autopsies to photograph and collect evidence.

Assists in the development of departmental training and provides instruction relating to the collection, handling and presentation of evidence. Provides on-the-job training in evidence procedures for new employees. Instructs and assists officers in the proper use of photographic and fingerprint equipment. Works with department personnel to prepare physical evidence for presentation in court. Reviews the work of crime scene investigators concerning evidence collection and gives technical training and guidance as needed.

Compiles and maintains both manual and computerized records related to evidence including chain of custody documents, property receipts, and related reports. Maintains detailed filing systems and records for booked property and photographs. Personally files all forms and records as required. Writes crime scene narratives. Prepares reports and accompanying evidence for court presentation. Records pertinent information on log sheets relating to daily work activities, time usage, mileage, vehicle maintenance, or other required information. Opens incoming mail, processes outgoing mail and routes interdepartmental correspondence as needed. Helps to inspect and maintain an inventory of assigned equipment and supplies used by the Evidence Division and the Police Department. Prepares purchase requisitions according to department procedures and works with the purchasing division to ensure supplies are replenished. Assists with the distribution of supplies and equipment as required. Works with a superior officer to locate repair services and obtain estimates for the repair of assigned equipment. Attends product review meetings with sales representatives in order to make informed recommendations on departmental purchases.

Promotes a positive image of the work of the department in the daily performance of duties. Answers incoming telephone calls on assigned lines. Assists callers and visitors by responding to routine inquiries and requests. Places telephone calls and schedules appointments on behalf of the Evidence Division. Serves as a liaison between the department and other local, state and federal law enforcement agencies.

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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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.

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.

Evidence Officer SU

Original Adoption: 06-05-13

Revision Dates: 06-12-14, 07-10-19, 08-19-20

JAILER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the line support section of the police department. Employees of this class book prisoners, oversee the daily operation of the jail, and complete records and write required reports. Duties include supervision of maintenance of the facility, supervision of daily operations such as meals and laundry, and attention to medical needs of inmates. Specific instructions are given for most duties, but employees have authority to work independently in certain designated areas. Jailers report to and have work reviewed by the Assistant Police Chief.

EXAMPLES OF WORK

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

Performs duties required for the booking of prisoners such as searching prisoners, securing personal property of arrested person, completing required records, taking photograph and fingerprints of arrested person, placing prisoner in jail cell;

Performs duties necessary to maintain prison security such as touring jail to count prisoners and note any problems in the facility, periodically inspecting equipment, operating and inspecting security devices, maintaining safety precautions in and around jail facility, performing shakedowns to discover and confiscate contraband; calling repair personnel or notifying supervisor when repair personnel are needed;

Maintains cleanliness in the jail facility by supervising prisoners who perform maintenance duties;

Supervises trustees who serve food to prisoners and watches groups of inmates during meals; supervises trustees who wash dishes after meals;

Distributes clothing to inmates and supervises inmates who do laundry;

Checks medical records to see if any prisoner needs medication and administers medicine; calls physician or notifies supervisor if any prisoner appears to need medical attention;

Screens visitors to the jail according to established policy; inspects all packages and mail to inmates to confiscate contraband;

Fills out forms and keeps records as required; writes any reports required by the city such as reports on contraband seized, reports on unusual incidents in the jail, etc.;

Supervises prisoners assigned to work outside the jail facility; supervises prisoners in any activities taking place outside the cells;

Prevents or controls fighting between inmates;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

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

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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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.

Jailer SU
Original Adoption: 04-25-83
Revision Dates: 01-17-95, 08-25-98, 10-25-05, 05-02-06, 01-27-09, 06-12-14, 08-19-20

SUPERINTENDENT OF JAIL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the primary responsibility of which is the management of the jail facility. The Superintendent of Jail provides for the security of the facility and for the maintenance of the facility and equipment, in addition to supervising and assisting subordinate employees in handling prisoners assigned to the jail facility. The employee of this class also oversees the booking procedures, maintains records and reports of jail activity, provides for the needs of the prisoners, and maintains an inventory of supplies for the operation of the jail. Employees of this class receive specific instructions for most duties, but have authority to work independently in certain designated areas. This class reports to and has work reviewed by the Assistant Police Chief.

EXAMPLES OF WORK

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

Manages the operation of the jail facility. Provides for the preparation and maintenance of jail records and reports by personally completing records and reports and by reviewing records completed by subordinates. Coordinates the work of the jail with related federal, state, and local agencies, releasing information and giving assistance when needed.

Oversees and assists in the booking procedure for all prisoners brought into the jail facility. Searches prisoners, secures all personal property, provides for the photographing and fingerprinting of arrested persons, ensures that prisoners understand their rights and are allowed to make telephone calls when permitted by procedure.

Informs subordinates of changes in regulations, laws, technical developments, or new department policies. Inspects appearance of subordinates, and assigns duty areas or work schedules. Provides training for new jail employees. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinate employees.

Maintains all necessary safety precautions in and around the jail facility. Searches jail cells, and other jail areas, or inmate's person to discover and seize contraband items. Operates security devices such as cameras, monitors, or manual or automatic locks.

Supervises prisoners in the cleaning of the jail facility. Orders food for prisoners and supervises inmates during serving of meals. Distributes clothing to inmates. Provides for medical needs of prisoners by checking medical records and administering medicine or by calling physician if any prisoner needs medical attention.

Inspects all packages and mail to prisoners to confiscate any contraband. Accompanies inmates to court, to medical facilities, or to other correctional institutions. Supervises prisoner "trustees" who are assigned to work outside the jail facility. Oversees the recreational and rehabilitation activities for prisoners.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

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

Must possess a valid driver's license.

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

Superintendent of Jail SU

Original Adoption: 04-15-92

Revision Dates: 06-21-94, 10-25-05, 05-02-06, 02-13-19

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory administrative support position, the primary duties of which are assisting the Police Chief by providing administrative support, managing and performing administrative functions, and supervising subordinates. The Secretary to the Police Chief prepares correspondence for the chief, maintains the chief's scheduled appointments, and acts as receptionist for the Police Chief's office. The incumbent of this class supervises administrative support employees and oversees the training of these employees. The Secretary to the Police Chief performs routine duties independently with little supervision, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

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

Acts as receptionist for any visitors to the chief's office, screens visitors to determine if their business warrants seeing the chief, and directs them to other individuals or offices when necessary. Answers or places telephone calls for the chief. Handles questions, requests and routine matters, or directs callers or visitors to the appropriate individuals following department procedures. Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief. Takes dictation and transcribes from notes.

Assists the Police Chief with the management of the operations of Administrative Support Division of the department. Supervises the administrative support department employees by assigning work schedules, work duty areas, approving leave, and discussing work performance with subordinates. Provides assistance to employees in technical areas of work. Discusses performance of subordinates with the Police Chief. Handles department employees by resolving employee complaints and grievances of subordinates and counseling employees who are experiencing work problems. Maintains discipline by recommending disciplinary action to the Police Chief. Provides informal or on-the-job training for new employees. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Develops new procedures for office functions when necessary. Recommends management policies, goals, and objectives for the assigned division. Maintains department's policy and procedure manual and revises as directed.

Receives, reviews, and processes Police Chief's mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to any routine correspondence or requests as needed. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Composes business letters. Checks department records and reports for completeness, accuracy and conformity to established procedures. Proofreads and corrects errors in records and reports or returns them for correction. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files. Reads and organizes graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Enrolls new employees in benefits program. Completes all records and reports as required or assigned.

Sets up and maintains the department's filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Periodically performs inspections on systems and facilities for maintaining accurate records and reports. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Traces missing files. Maintains a library or archives of materials for future use or reference by department personnel. Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database.

Performs public relations duties such as serving as department representative at meetings, conferences, and seminars. Meets with sales representatives to review products and makes recommendations or decisions on purchasing supplies and equipment for the Administrative Support Division. Locates repair services and arranges for repairs and maintenance of all assigned equipment, or assigns such to qualified department personnel when needed. Inspects equipment or property after repairs to see that repairs were properly accomplished when needed.

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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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 not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Secretary to the Police Chief SU

Original Adoption: 03-08-76

Revision Dates: 06-21-94, 01-17-95, 10-25-05, 05-02-06, 09-18-08, 01-27-09, 06-12-14,
08-19-20

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. Police Records Clerks perform data entry and retrieval tasks, such as entering department record information into computer, maintaining departmental files, and extracting information as needed. Employees of this class address visitors to the department and answer and direct telephone calls. Police Records Clerks perform routine duties independently, and report to and have work reviewed by the Secretary to the Police Chief.

EXAMPLES OF WORK

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

Receives, reviews, and processes or files department records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Completes all forms or records according to department procedures. Enters information in department records, such as accounting, personnel records, or information files.

Sets up filing system and revises such system when necessary. Reviews correspondence, reports, drawings and other materials to be filed to determine subject matter. Files correspondence, forms, records, or reports in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and to whom materials were released. Locates and retrieves information or documents from hard copy or computer files. Traces missing files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment as needed by the department.

Opens, sorts, and distributes incoming mail. Stamps material to record date and time that material was received. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures

or from oral or written directions. Compiles, organizes, and writes reports. Interprets graphs, charts, manuals, records, reports, and related department documents. Composes and types letters or any other documents assigned in response to written or oral requests addressed to the department or as required to handle problems or other needs of the department. Proofreads typed material and corrects errors. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist to department visitors and screens visitors to determine their business; directs visitors to the appropriate individuals or offices. Answers questions and handles routine requests by visitors to the office.

Accounts for department money and assets as assigned. Posts items into journals, ledgers, or other accounting records and balances. Prepares purchase requisitions according to department procedure. Maintains the inventory of supplies and equipment and distributes as assigned.

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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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 not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Police Records Clerk SU

Original Adoption: 06-11-79

Revision Dates: 06-21-94, 01-17-95, 10-25-05, 05-02-06, 11-25-08, 01-27-09, 06-12-14,
08-19-20