

**SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**NOTICE OF A COMPETITIVE EXAMINATION**  
**POLICE COMMUNICATIONS OFFICER**

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **POLICE COMMUNICATIONS OFFICER** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at [www.sulphur.org](http://www.sulphur.org).

Completed applications and the required attachments **SHALL be received** by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **NOVEMBER 29, 2021**, at **4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:**

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.

By direction of the Chairman:

*Lee Ann Hebert, Secretary*

**POST THIS NOTICE FROM NOVEMBER 15, 2021 THROUGH NOVEMBER 29, 2021**

**PLEASE SEE ATTACHED CLASS PLAN**

DO NOT REMOVE BY ORDER OF  
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD  
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

# 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.

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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.

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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