

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

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 CHIEF** 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 **June 6, 2022**, 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.
- 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.

By direction of the Chairman:

*Lee Ann Hebert, Secretary*

**POST THIS NOTICE FROM MAY 22, 2022 THROUGH JUNE 6, 2022**  
**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 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.

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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