

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF HAMMOND ---- PARISH OF TANGIPAHOA**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF HAMMOND ---- PARISH OF TANGIPAHOA

#### FIRE SERVICE

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\*\*Promotional class

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##### LINE CLASSES

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# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises entrance level positions in the fire fighting division of fire department operations. Employees of this class receive training for and, after training, perform tasks such as controlling and extinguishing fires, and performing rescue work. Employees of this class are supervised by a Fire Captain and this class ranks directly below that of Firefighter First 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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs fire fighting and rescue tasks such as connecting, carrying, and operating hose lines; ventilating buildings; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident, either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention, fire inspection, or pre-fire planning tasks, such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers; studying the district to become familiar with the location of fire plugs or water lines; interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Conducts, records, and files pre-fire plans of businesses in the fire district.

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

Must possess a valid driver's license.

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| Firefighter HM     |  |
| Original Adoption: | 12-21-64   |
| Revision Dates:    | 07-08-71, 07-01-76, 11-29-77, 12-17-81, 12-01-88, 10-19-94, 03-08-95, 01-19-05, 12-18-14, 02-15-18 |

# FIREFIGHTER FIRST CLASS

(Promotional Class)

## **DISTINGUISHING FEATURES OF CLASS**

Positions of this class comprise the first promotional level in the fire suppression division of fire department operations. Employees of this class perform basically the same firefighting, maintenance, and training tasks as those assigned the class of Firefighter, but are expected to demonstrate a higher level of ability in performance and independence of operation than that exhibited by firefighters. This class is non-supervisory in nature and ranks directly below that of Operator. Employees of this class report to and have work reviewed by a 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.

Gains forcible entry into a burning structure by forcing or prying locked doors or windows, breaking glass, or opening walls, roofs, and other pieces of structures. Enters burning structure and locates seat of fire. Removes required hose and tools from truck and makes necessary connections to fire hydrant. Opens and closes hydrant. Advances dry or charged stream and operates nozzle; operates portable extinguishers or foam generators and educators in combating special types of fires. Takes necessary precautions when handling hazardous materials. Dons and operates portable breathing apparatus; attacks and extinguishes all classes of fires.

Extinguishes automobile fires.

Searches for injured persons and removes them from danger. Gives first aid treatment such as administering artificial respiration and CPR, stopping or controlling bleeding, or treating for shock.

Positions and operates portable blowers, smoke ejectors, fans, electric motors, and generators for mechanical ventilation or applies fog streams as an aid to ventilation.

Removes water, debris, and smoke from the building. Checks for and extinguishes spot or hidden fires. Looks for, reports, protects, and preserves any evidence of arson.

Uses fire department tools and equipment such as hoses (loads and unloads hose according to department procedure, eliminates problems in hose lines to insure good water flow, repairs or

replaces defective hoses and couplings), ladders (lifts, carries, raises, lowers, positions, and extends ladders, climbs and works from ladders), and ropes (ties knots, performs routine maintenance and inspection).

Cleans and performs general maintenance of fire department apparatus and tools.

Participates in training and/or drills on ladders, hoses, connections, aerial ladders, etc. Attends such special schools and training courses as assigned.

Performs duties required for routine maintenance and upkeep of station and grounds.

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 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 be a regular and permanent employee in good standing in the class of Firefighter immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Firefighter II.

The above certification must be accredited by the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress(IFSAAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

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| Firefighter First Class HM                                       |
| Original Adoption: 12-21-64                                      |
| Revision Dates: 07-01-76, 12-01-88, 10-19-94, 01-19-05, 01-20-16 |

# OPERATOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible and skilled fire line positions involving the operation of apparatus and equipment and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Employees of this class are responsible for driving fire equipment to and from the scene of a fire and for operating pumps and other equipment as required. Incumbents of class perform routine tasks independently. Employees of class are supervised by and have work reviewed by a Fire Captain. This class ranks directly 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.

Answers both emergency and non emergency calls, records pertinent information and responds according to department procedures. Selects shortest available route to fire or emergency. Drives fire apparatus, making sure to follow all laws and safety regulations.

Positions pumper to supply and regulate water to hose lines. Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances. Operates pump to build or increase water pressure to supply adequate pressure at the nozzle. Performs truck operations such as operating boom, ladders and other aerial apparatus. Operates self-contained breathing apparatus for protection from hazardous environments. Relays radio messages between headquarters and firefighting personnel.

Performs duties as part of the fire attack and suppression team when not engaged in operating pump or other equipment. Performs search and rescue operations in order to locate and remove trapped victims from burning or collapsed buildings, vehicles, enclosed spaces, or other endangerment using appropriate tools and techniques. Performs forcible entry, ladder, and ventilation operations. Applies appropriate fire streams and agents for the most effective fire extinguishment. Performs salvage and overhaul operations.

Performs routine service and maintenance on fire department apparatus and equipment, including cleaning apparatus after use and seeing that necessary equipment is in working condition and replaced on apparatus as required. Performs daily radio checks.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information as needed.

Completes assigned forms and records.

Provides assistance to subordinates in technical areas of work.

Participates in training and/or drills as required by 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 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 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 be a regular and permanent employee in the class of Firefighter First Class with at least six (6) months in that class immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Apparatus Driver Operator-Pumper and Apparatus Driver Operator-Aerial.

The above certifications must be accredited by the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress(IFSAAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

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| Operator HM  |
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| Revision Dates: 07-01-76, 12-01-88, 10-19-94, 01-19-05, 07-30-12, 01-20-16 |



# FIRE CAPTAIN

(Promotional class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duty of which includes assisting superior officers in the management of all department operations on one shift, responding to emergency calls, keeping all fire equipment in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of this class work with a high degree of independence and report to and have work reviewed by the District Fire Chief. This class ranks directly below that 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. Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Monitors and evaluates local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift. Participates in special community projects designed to improve public relations or the image of the fire department.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene.

Performs size-up at the fire scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Assumes command of fire ground operations until relieved by a superior officer. Directs attack and assists in confining and extinguishing the fire. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as positioning equipment, performing search and rescue operations, directing firefighting personnel in laying of hose lines, ventilation, fire attack, administering first aid, and overseeing salvage and overhaul operations. Serves as safety officer at the scene of an emergency until relieved of command.

Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and recommends corrections for unsafe practices and conditions.

Supervises the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, giving work assignments, reviewing written reports, providing technical assistance, and overseeing and evaluating work performance of subordinates.

Provides training to subordinate employees by conducting classroom and on-the-job training. Conducts classroom training. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records and reports, such as records of activity, inventory records, and NFIRS reports. Completes assigned records or reports necessary to document the activity of the department.

Inspects fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards. Provides for the repair and maintenance of apparatus and equipment. Directs Fire Driver to perform daily radio checks.

## **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 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 be a regular and permanent employee in the class of Operator with at least two (2) years in that class immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Service Instructor I, Fire Officer I, and Incident Safety Officer.

The above certifications must be accredited by the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress(IFSAAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

Fire Captain HM

Original Adoption: 12-21-64

Revision Dates: 08-01-78, 12-01-88, 06-06-91, 10-19-94, 01-19-05, 07-30-12, 01-20-16

# DISTRICT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities until relieved by a superior officer. Employees of this class also have primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Assistant Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs work with a high degree of independence in the performance of their assigned duties. Work performance is reviewed by the Assistant Fire Chief, and this class ranks directly below that of Assistant 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 all fire suppression operations on an assigned shift. Investigates complaints against department personnel and formulates a recommendation for action to be taken.

Completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes letters to handle problems or answer requests addressed to the fire department.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate employees at the scene of a fire or other emergency and directs emergency scene activities, including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, salvage, overhaul, safety precautions, and administering of first aid, CPR, and other emergency medical

assistance. Participates in handling situations involving hazardous materials. Maintains fire ground communications.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Conducts classroom training, conducts drills and evolutions, and provides on-the-job training for employees.

Collects information for pre-fire planning by visiting places of public assembly and becoming familiar with all area features which might become important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; provides for the security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel who take charge of investigation of arson fires. Testifies in court when required.

Assists in supervising the care of fire fighting apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance when required. Personally tests or directs the testing of equipment to assure that it meets applicable standards. Writes specifications for new fire department equipment. Recommends major purchases for the department.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements 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 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 be a regular and permanent employee in the class of Fire Captain with at least three (3) years in that class immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Service Instructor II, Fire Officer II, and Fire Investigator.

The above certifications must be accredited by the National Board on Fire Service Professional Qualifications(Pro Board) or the International Fire Service Accreditation Congress(IFSAAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

District Fire Chief HM

Original Adoption: 08-01-78

Revision Dates: 12-01-88, 01-31-91, 10-19-94, 01-19-05, 07-30-12, 01-20-16

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is acting as Fire Chief in the Chief's absence. The Assistant Fire Chief oversees the care and maintenance of all fire department equipment and property, provides final approval for scheduling of personnel, and maintains department inventory of supplies. Employees of this class also assist in the preparation of the departmental operating budget and participate in the public education program of the department. The Assistant Fire Chief works with a high degree of independence in the performance of assigned duties, discussing work assignments with, and having work performance reviewed by, the Fire 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.

Manages the operation of the fire department in the absence of the Fire Chief. Recommends management policies, goals, and objectives for the department. Conducts inspections of various divisions of the department, evaluates the effectiveness of these divisions, and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city improve ISO ratings.

Assists in the preparation of the departmental operating budget by compiling and organizing data needed. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools and civic groups.

Provides for the care of fire fighting apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance when required. Manages the testing of equipment to assure that it meets applicable standards. Writes specifications for new fire department equipment. Meets with sales representatives to review products. Maintains inventory and orders and disburses supplies and equipment. Purchases equipment and supplies.

Manages subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees

and evaluates the work performance of subordinates. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems.

Supervises subordinate employees at the scene of a fire or other emergency and directs emergency scene activities, including rescue, forcible entry, ventilation, fire extinguishment, salvage, overhaul, safety precautions, and providing emergency medical attention. Maintains fire ground communications.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; provides for the security of the fire scene to prevent damage or removal of evidence. Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements 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 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 be a regular and permanent employee in the class of District Fire Chief immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Officer III.

The above certification must be accredited by the National Board on Fire Service Professional Qualifications(Pro Board) or the International Fire Service Accreditation Congress(IFSAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

Assistant Fire Chief HM

Original Adoption: 12-21-64

Revision Dates: 08-01-78, 01-31-91, 10-19-94, 01-19-05, 01-20-16



# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of Chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, manages equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and City Council.

## **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, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Collects data from the department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions. Reviews department structure and operations in light of information gathered during research and decides if new programs or policies are needed. Monitors local conditions which may create situations the department may be called upon to handle.

Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, setting performance standards, and providing training for supervisors who will use the system. Develops a grievance resolution procedure for department employees. Interviews prospective employees and makes recommendations for hiring.

Implements and maintains a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes and maintains a system of line and staff inspections to exercise control by providing detailed observation and analysis of department procedures and practices.

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

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally complies any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Serves as official department representative at any required meetings. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds formal meeting with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the department training program. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and

arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs fire department equipment and personnel when the department is called to assist with special tactical situations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

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.

Must possess a valid driver's license.

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.

#### **Section 4-05. City of Hammond Charter - Fire department.**

The fire chief must meet all requirements of the municipal fire and police civil service laws of the State of Louisiana as applicable to the City of Hammond, including being a citizen of the United States. The fire chief candidate must meet one of the following qualifications:

- (1) Must have a bachelor's degree from an accredited institution of higher education in fire science, fire administration, public administration, or other related curriculum and at least six (6) years experience of progressively responsible positions in fire service, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience should 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;

(2) Must have an associate degree from an accredited institution of higher education in fire science, fire administration, or other related curriculum, or a bachelor's degree from an accredited institution of higher education in an unrelated curriculum and at least eight (8) years' experience of progressively responsible positions in fire service, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**AND**

**Section 4-01. City of Hammond Charter - General provisions.**

- A. All departments, offices and agencies shall be under the direction and supervision of the mayor, except as otherwise provided by this charter. All department heads during their term of office shall live within the city limits or within a five-mile radius of the nearest point of the corporate limits.

Fire Chief HM

Original Adoption: 12-21-64

Revision Dates: 12-17-81, 06-18-82, 06-06-91, 10-19-94, 01-19-05, 12-18-14, 12-13-18

# FIRE INSPECTOR/INVESTIGATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include performing inspections of commercial buildings, institutional buildings, and schools to check for violations of fire codes and keeping records of such inspections. The fire inspector also performs fire investigation duties at the scenes of fires and performs public relations duties such as giving talks and demonstrations on fire prevention when assigned. Duties of this class are performed with a great deal of independence and work is reviewed by the Assistant Director of Fire Prevention and the Director of Fire Prevention. The class ranks directly below that of Assistant Director of Fire Prevention. A certain amount of risk is associated with the investigative duties assigned and employees of this class may be required to carry and operate firearms.

## **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.

Inspects commercial or business buildings, multi-unit residential buildings, schools, and institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning vents or maintenance, cooking equipment safeguards, fire protection for special equipment, outside accessibility to buildings, outside building maintenance; discusses inspection findings with building owner/manager; makes recommendations for the correction of fire hazards;

Reinspects buildings where violations of fire codes occurred and issues written warnings for uncorrected violations; testifies in court when required;

Inspects installations of explosives, flammable materials, or hazardous processes;

Consults with institutions or large companies on fire prevention problems;

Gives lectures, talks, demonstrations, on fire prevention subjects to schools, clubs, etc.; answers questions on fire prevention for the public by phone or in person; replies to correspondence concerning fire prevention problems;

Inspects the scene of a fire to determine the cause and origin of the fire; works with designated law enforcement personnel; searches for, collects, and labels evidence and protects the chain of custody of evidence; talks with witnesses and other informants, searches records and all sources

of information to locate arson suspects; makes arrests following established law enforcement procedures; assists in preparing arson cases for trial;

Completes records and fills out forms on work performed; completes narrative reports required;

Conducts fire drills; issues tickets for violations of fire codes;

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.

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 have at least two (2) years of experience in fire fighting, fire inspections, or a related position with a full-time fire agency.

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.

Fire Inspector/Investigator HM

Original Adoption: 08-01-78

Revision Dates: 11-07-85, 10-19-94, 01-19-05, 12-18-14, 02-15-18

# ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire department division concerned with enforcement of fire prevention codes and fire investigations. Employees of this class personally perform inspections and investigations and supervise lower ranking employees who perform such inspections and investigations. In addition to inspection duties, the assistant director also assists in the administrative functions of the bureau and in assigned public relations duties. A certain amount of risk is associated with the investigative duties assigned and employees of this class may be required to carry and operate firearms. All duties are performed independently under the general supervision of the chief of fire prevention. This class ranks directly below that of chief of fire prevention.

## **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.

Inspects schools and institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, outside accessibility to buildings; discusses inspection findings with building owner/manager and makes recommendations for the correction of fire hazards;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations; prepares records and reports necessary on uncorrected violations; takes legal steps to close businesses or buildings with serious uncorrected violations; testifies in court when required;

Gives lectures, talks, demonstrations on fire prevention subjects to schools, clubs, etc.; answers questions on fire prevention for the public by phone or in person; replies to correspondence concerning fire prevention problems; consults with institutions or large companies on fire prevention problems;

Fills in forms and keeps all records required of work performed; writes narrative reports when necessary;

Inspects scene of fire to determine cause and origin of fire; works with designated law enforcement personnel to gather evidence of arson; searches for, collects, labels, and protects the chain of custody of evidence;

Supervises lower ranking inspector/investigators; reviews records and reports written by subordinates; discusses work performance with subordinates; provides technical assistance to subordinates on work projects and problems; informally trains new personnel in the fire prevention bureau;

Issues tickets for violations of fire codes; conducts fire drills;

Assists director of the bureau in preparing budget for the division.

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.

Must be a regular and permanent employee in good standing in the class of Fire Inspector/Investigator and must have at least one (1) year's service in that class.

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.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Instructor I and Fire Officer I.

The above certifications must be accredited by the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress(IFSAAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

Assistant Chief of Fire Prevention HM

Original Adoption: 11-07-85

Revision Dates: 10-19-94, 01-19-05, 10-22-13, 01-20-16



# CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest position in the fire department division responsible for fire prevention code enforcement and fire investigation. The chief of fire prevention may personally take part in regular fire inspections and investigations of fires, but is also directly responsible for all administrative duties associated with the bureau. The employee of this class supervises all lower ranking employees of the bureau, oversees all records-keeping functions, produces reports as required by the department, maintains budgetary control of the bureau, and works with the department head to integrate the work of the bureau with all other department divisions. As in the lower ranking classes of the division, some risk is associated with the fire investigation duties and the employee of this class may be required to carry and operate a firearm. The chief of fire prevention reports directly 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.

Supervises all employees assigned to the fire prevention bureau; reviews records and reports produced, discusses work performance with, and provides technical advice and assistance in work problems to subordinates; schedules training for and personally provides training to employees of the bureau; evaluates work performance of subordinates and recommends disciplinary action when needed; keeps personnel records for bureau employees;

Orders all equipment and supplies for the bureau; prepares budget for the bureau; keeps all records and prepares all reports required of the director of the bureau;

Recommends new fire prevention ordinances or revisions of existing ordinances as necessary;

Inspects scene of fires to determine cause and origin of fire; works with designated law enforcement personnel; searches for, collects, labels, and protects the chain of custody of evidence; talks with witnesses and informants and searches records and any other sources of information to locate suspects in arson cases;

Gives talks, lectures, demonstrations on fire prevention subjects to schools, clubs, etc.; answers questions on fire prevention for the public by phone or in person; replies to correspondence

concerning fire prevention problems; consults with institutions or large companies on fire prevention problems;

Inspects schools and institutional buildings; checks for violations of fire codes; discusses inspections with building owner/manager; makes recommendations for the correction of fire hazards; issues warnings for uncorrected violations; takes legal steps necessary to deal with uncorrected violations; testifies in court when required;

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.

Must be a regular and permanent employee in good standing in the class of Assistant Chief of Fire Prevention.

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.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Inspector II and Fire Officer II.

The above certifications must be accredited by the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress(IFSAAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

Chief of Fire Prevention HM

Original Adoption: 08-01-78

Revision Dates: 11-07-85, 10-19-94, 01-19-05, 10-22-13, 01-20-16

# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements training and safety programs by evaluating the performance of department employees during formal training sessions, at the station, and at the emergency scene. The incumbent of this class maintains records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has work reviewed by the Assistant 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 and participates in the development and operation of the training program for the fire department. Provides for regular employee training at all levels within the department by conducting or supervising training classes, either in the classroom, at the drill field, or at fire stations, in the following areas: firefighting, forcible entry, use of protective breathing apparatus, nozzle and hose handling, fire streams, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, firefighting apparatus, tools, and equipment, fire extinguishers, first aid, CPR, EMS, rescue, safety, pre-fire planning, supervision, public relations, fire prevention, inspection and investigation, communications, laws applicable to fire service operations, and any other related subject assigned or required. Responds to fires to make notes and take photographs for use in training. Evaluates the effectiveness of training program and makes recommendations for improvements. Provides informal or "on-the-job" training for new employees and assists employees in technical areas of work.

Performs administrative duties such as preparing lesson plans, training materials and written tests. Schedules training for department members, coordinates the movement of fire companies to and from all training. Administers and grades training tests. Performs statistical analyses of

examinations to determine reliability of the examination and appropriateness of test material. Performs validity studies using either content, criterion, or construct strategies in accordance with EEOC Uniform Guidelines. Maintains a library of training materials. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative practices. Holds meetings with fire department personnel for the purpose of receiving reports and sharing information.

Develops a safety program for the department and sees that such program is properly staffed and supplied with training resources. Devises methods to evaluate safety program and makes recommendations for improvements. Develops and recommends accident and loss control systems and programs for incorporation into operational policies. Identifies and appraises conditions which could produce accidents and financial losses. Conducts or directs research to identify hazards and evaluate loss-producing potential of a given operation. Coordinates safety activities of supervisors of divisions and companies to ensure implementation of safety activities through the department. Assists with investigations of all accidents involving department equipment or personnel and prepares accident and injury reports for review by administration personnel. Inspects apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Assists with inspections of apparatus and equipment for accident prevention devices. Demonstrates safety equipment and practices and observes department personnel to determine if prescribed safety equipment and practices are in use. Observes emergency scene operations to assure compliance with established safety procedures. Participates in activities of related professional organizations to remain current on safety program development.

Responds to all alarms or emergency calls for which the department is answerable. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in handling emergencies involving hazardous materials. Assists in maintaining communication between the fire scene and other authorized personnel. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Monitors and evaluates local conditions which may become fire or safety hazards.

Provides for the maintenance of department records such as personnel training records, records of activity, inventory records, or any others that may be required. Completes all forms, records, and reports as required. Answers telephone inquiries concerning the operation of the fire department or division.

Manages the accounting for the money and assets of the training and safety division. Assists in the preparation of the departmental operating budget and in preparation of the operating budget for the division. Prepares expenditure estimates and authorizes expenditure of funds. Purchases equipment and supplies for the division, keeping such purchases within the

established budget. Writes requests for grants or other special funds to aid in the operation of the fire service.

Participates in public education programs and answers questions for the public about operation of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature in schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Conducts tours of division facilities. Participates in conferences, conventions, and other educational meetings.

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 MEET ONE OF THE FOLLOWING REQUIREMENTS:**

**EITHER**

Must have at least five (5) years of experience with a full-time, paid fire department in fire suppression, fire department training and safety or administrative duties.

**OR**

Must have at least ten (10) years of work experience with a fire department or other fire service related organization, the primary duties of which must include work in positions which would provide background in fire suppression, training and safety or related areas.

Fire Training and Safety Officer HM

Original Adoption: 09-19-12

Revision Dates: 02-15-18

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Police Officer comprises entrance level positions in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced officer. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations. Employees of this class must use independent judgment when faced with emergency situations. Employees 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 general patrol duties including making initial investigation of complaints and taking statements or receiving information from complainants. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Answers questions for the public concerning city ordinances, civil law, and criminal law. Recovers property reported by citizens or observed while on patrol, determines if property is lost or stolen, and attempts to return it to owner. Controls crowd at crime scene, fire scene, public meetings, or any other large gathering. Clears area for firefighting apparatus at fire scene and assists firefighters in any way possible. Serves official papers such as warrants and summonses.

Performs criminal investigation and protects major crime scenes by keeping people and vehicles away from areas where evidence might exist. Compiles description of suspects and vehicles from information supplied by victims or witnesses. Collects evidence. Makes arrests in accordance with law and established procedures. Interrogates persons suspected of committing crimes. Follows procedures for the booking of suspects. Confers with district attorney or prosecutor before appearing in court. Testifies in court after having received official notice to do so.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs,

interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Interviews or questions juveniles and makes arrests of juveniles following established procedures. Turns juvenile cases over to appropriate juvenile authority.

Maintains records and reports by filling in forms and completing standardized reports following department procedures.

Answers telephone and relays calls to correct department officer.

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

Must possess a valid driver's license.

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|--------------------|---|
| Police Officer HM  |   |
| Original Adoption: | 12-21-64  |
| Revision Dates:    | 06-12-79, 07-01-76, 12-17-81, 10-19-94, 03-08-95, 01-19-05, 12-18-14,<br>02-15-18 |



# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THIS CLASS**

This class comprises the first supervisory level of line positions in the department. Employees of this class are responsible for the direction and supervision of Police Officers. 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 work independently in most areas, but receive specific instructions on special projects from superior officers. 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.

Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the section being supervised. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Assists in the preparation of the departmental operating budget by helping prepare expenditure estimates.

Supervises subordinate police department employees. Inspects the appearance of subordinate personnel. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Serves as an instructor for formal classroom training provided as a part of the department's training program. Maintains discipline.

Supervises the preparation and maintenance of records and reports by reviewing those completed by subordinates. Completes any forms or records required by the department.

Prepares records and reports by compiling and analyzing data necessary to document the activity of the assigned shift or division. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Serves as an official department representative at any meetings assigned. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises and performs general care and maintenance of departmental equipment, vehicles, stations and grounds.

Performs and oversees assigned law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations.

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 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 be a regular and permanent employee in the class of Police Officer immediately preceding the closing date for application to the board.

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| Police Sergeant HM   |
| Original Adoption: 12-21-64                                      |
| Revision Dates: 06-12-69, 07-01-76, 06-06-91, 10-19-94, 01-19-05 |

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting in the management of a shift in the police department. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records and reports required to document department activity, and perform and supervise law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with 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.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and traffic accident investigation, training, corrections, criminal investigation, juvenile procedures, and special operations. Evaluates new laws, regulations, and ordinances and conducts research to be used in making management decisions and to determine if changes in department policies and procedures are needed. Assists in the development and implementation of a safety program for the department. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents.

Supervises subordinate police department employees, making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Delegates and sets task priorities in order to accomplish both short and long term goals of the department. Holds meetings and outlines responsibilities and duties for subordinates. Sets work schedules and approves leave. Provides on-the-job training for department members, including providing assistance in technical areas of work. Inspects the appearance of employees to ensure they meet departmental standards for safety and propriety. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains

discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Manages the operations of the jail facilities and supervises jail personnel. Maintains discipline to ensure a safe and orderly jail. Monitors the maintenance and inspection of the jail facilities. Oversees the classification of prisoners according to their security risk. Controls and supervises all aspects of prisoner food service. Regulates access to tools, keys, and weapons in the jail facility.

Completes forms or records to document the activity of the department, including daily work activity, vehicle mileage or maintenance, crimes and suspects. Reviews reports written by subordinates to ensure jobs were completed effectively. Gathers and analyzes information to effectively write reports and applies the basic principles of composition and grammar to such reports. Uses the NCIC network to exchange pertinent information with other individuals or agencies. Uses computer information systems to enter, update, and retrieve data relating to the police department. Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Answers inquiries or handles complaints from the public about issues regarding the police department. Serves as an official department representative at any meetings assigned. Coordinates the work of the department with related federal, state, and local agencies.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects assigned department services and takes appropriate action to improve problems areas. 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 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 Sergeant immediately preceding the closing date for application to the board.

Police Lieutenant HM

Original Adoption: 10-19-72

Revision Dates: 05-03-76, 06-18-76, 10-19-94, 01-19-05, 12-02-15

# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a highly responsible supervisory and administrative police line position, the major duties of which consist of the supervision of lower ranking police officers, including patrol officers, detectives, and juvenile officers, as well as all jail personnel. The police captain has responsibility for recommending disciplinary actions, analyzing police problems, and formulating solutions for these, as well as for participating personally in the work of the detective division. Employees of this class work independently in assigned areas with general instructions for special projects from a higher ranking officer. 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 operations of one or more departmental operations, including all employees, equipment, and activities in that area. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Reviews incoming communications, handling matters, making assignments to staff, or writing comments and notes as necessary to route work to the appropriate person or location. Assists in managing and supervising law enforcement activities performed by subordinate personnel, including overseeing patrol operations, traffic control and traffic accident investigation, criminal investigations, special tactical operations, jail operations, and handling of juveniles.

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. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Conducts tours of department facilities for school or civic groups.

Supervises subordinate personnel. Reviews work to be done and delegates assignments. Outlines responsibilities and duties; sets task priorities and long term goals; and provides subordinates with necessary resources to accomplish their jobs. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Provides on-the-job training for department members, including providing assistance in technical areas of work. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Inspects the appearance of subordinate personnel. Approves leave. Counsels

employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline by conducting corrective interviews and recommending disciplinary action.

Performs 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 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 be a regular and permanent employee in the class of Police Lieutenant immediately preceding the closing date for application to the board.

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| Police Captain HM                  |
| Original Adoption: 01-31-83        |
| Revision Dates: 10-19-94, 01-19-05 |

# 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 planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintaining departmental equipment, property, and supplies; managing record-keeping; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class 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 planning and directing of department operations. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies for the department. Conducts inspections of various services of the department and observes department operations. Evaluates the effectiveness of the various services following inspections and works to correct or improve problem areas. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel policies conform to EEOC standards.

Assists in supervising the operation of the general accounting system for the department to provide a record showing money and assets of all police department operations. Assists in the preparation of a departmental operating budget. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget.

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. Writes reports and letters to handle problems or to address other needs of the



police service. Writes requests for grants or other special funds to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meeting of governmental or civic committees and groups. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Acts as the department representative to the news media. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Acts as a consultant for smaller law enforcement agencies, providing them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Supervises subordinate department employees. Holds meetings with subordinate police officers for the purpose of receiving reports. Discusses work performance with subordinates and with the Police Chief. Provides assistance to subordinates in technical areas of work. Supervises department employees by resolving employee complaints and grievances. Counsels employees who are experiencing work problems. Conducts corrective interviews and administers disciplinary action as directed.

Supervises a training program for the department and sees that such a program is properly staffed and supplied with training resources. Serves as an instructor for formal instruction in the use of firearms and chemical weapons.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies. Sees that supplies and equipment are disbursed as required.

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 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 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 be a regular and permanent employee in the class of Police Captain immediately preceding the closing date for application to the board.

Assistant Police Chief HM

Original Adoption: 08-01-78

Revision Dates: 06-06-91, 10-19-94, 01-19-05

# JAILER I

(Competitive Class)

## GENERAL STATEMENT OF DUTIES

This class encompasses positions in the operation and maintenance of the jail facility and care of prisoners. Employees of this class are responsible for making inspections of the jail facility and security precautions, for maintaining order in the jail, for performing initial search and sanitary procedures for the admission and release of prisoners, and for keeping records of jail operations. This class is non-supervisory in nature and employees follow specific instructions of and are supervised by a Jailer II.

## 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 daily activity of prisoners including control of visitors, mail, and packages; maintains order in the jail facility; instructs and supervises prison work details;

Notifies supervisor to call for medical attention for inmates when needed; administers medicine or provides other basic medical attention following instructions of a physician or other qualified superior;

Makes regular, formal inspections of prison facilities and all security precautions; makes periodic, informal inspections of prison facilities and all security precautions;

Admits and releases prisoners; fills out forms and records necessary for the admission and release of prisoners; fingerprints and photographs new prisoners; performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners;

Keeps necessary records and writes necessary reports related to the operation of the jail such as records of maintenance operations performed, records of supplies and equipment used, all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms, and any others required;

Maintains prison facility;

Orders and delivers meals to prisoners distributes clothing to inmates;

Performs 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 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.

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.

Jailer I HM

Original Adoption: 10-12-82

Revision Dates: 06-06-91, 10-19-94, 01-19-05, 03-16-11, 10-26-15, 02-15-18

# JAILER II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible and supervisory position in the police department, the primary duties of which include the proper care and control of inmates, maintaining a secure environment of the jail facilities, and overseeing Jailer I employees. Incumbents of this class provide on-the-job training to new employees and ensure required records and reports are properly completed. Employees in the class of Jailer II perform routine jailer tasks under the direct supervision of an assigned Police Lieutenant. This class ranks directly above that of a Jailer I.

## **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 department employees. Sets task priorities for subordinates, assigns work or duty areas, and outlines duties and responsibilities for accomplishing goals. Observes the operations of the division and recommends any changes to departmental policy and procedure. Holds meetings with jail personnel, discusses work performance, trains new employees, and provides assistance in technical areas of work. Counsels employees who are experiencing work problems and directs them to a superior if needed. Discusses the performance of subordinates with superiors. Inspects the appearance of personnel.

Supervises jail personnel in the daily activities of prisoners, including the distribution of proper meals, administering clothing, and the maintenance and cleanliness of jail facilities. Screens visitors and watches prisoners during visiting hours to prevent any prohibited activity. Allows prisoners to make telephone calls when permitted. Performs CPR when required. Checks prisoner's medical records, administers medication, and calls a physician if medical attention is needed. Accompanies and transports prisoners in a department vehicle to and from the jail facility. Oversees the activities of prisoners and prisoner "trustees" taking place outside the jail facility, such as community service, recreational or rehabilitation activities.

Oversees the security of the jail facilities. Searches prisoners who are brought to the jail and secures their personal property. Determines if prisoners must be placed in isolation or with other prisoners. Ensures information, photographs, and fingerprints of arrested person are properly recorded. Uses discipline, restraining devices or weapons when needed to control disruptive behavior of prisoners. Makes regular tours of the jail cells, searching for contraband items and ensuring all prisoners are accounted for. Inspects the jail facility and equipment to maintain safety precautions. Operates security devices such as cameras, monitors, or automatic or manual locks. Checks bathroom and/or kitchen facilities to make sure they are in working order and

makes minor repairs to facilities when needed. Inspects packages and mail sent to prisoners and confiscates any contraband items. Maintains security while in the courtroom.

Prepares for shift by reviewing records of previous shift activity or being briefed by supervisor. Keeps up-to-date in departmental manuals or instructions and informs subordinates of changes in regulations or departmental policies. Reviews reports written by subordinates to determine if jobs were completed effectively. Personally completes and files any forms or records required by the department and the city. Retrieves files when requested by authorized persons. Ensures records of jail activity are properly completed. Acquires the ability to proofread reports and documents, compose complete sentences and suggest grammatical changes when necessary.

Maintains an orderly inventory of department property, equipment and supplies. Recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Distributes equipment and supplies to jail personnel. Answers phone inquiries about the operation of the jail and handles complaints from the public. Promotes a positive image of the work of the department and conducts tours of department facilities for school or civic groups. Coordinates with the Clerk of Court for inmate warrant management and pay plan options. Explains bonds and bonding procedures to inmates and the public. Collects fines and bond money and issues receipts.

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 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 Jailer I for at least two (2) years immediately preceding closing date for application to the board.

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| Jailer II HM                |
| Original Adoption: 10-26-15 |
| Revision Dates:             |

# POLICE COMMUNICATIONS OFFICER

(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. They 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. Communications officers report to and have work reviewed by the Police Communications Supervisor.

## **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; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

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;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

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.

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 picture identification card.

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 Communications Officer HM

Original Adoption: 12-21-64

Revision Dates: 06-12-69, 12-17-81, 10-19-94, 01-19-05, 03-16-11, 12-18-14, 02-15-18



# POLICE COMMUNICATIONS SUPERVISOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the communications division of the police department, the primary duties of which involve supervision of Police Communications Officers. The employee of this class monitors the work of subordinate employees and provides training as necessary. The Police Communications Supervisor provides for the general care, maintenance and use of departmental communications equipment, and supervises the preparation and maintenance of division records and reports. The employee of this class receives general instructions and performs independently in most areas. The Police Communications Supervisor reports to and has work reviewed by the superior officer assigned to manage the Communications Division 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.

Supervises Police Communications Officers in the performance of dispatching duties and responsibilities. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Assigns work schedules and duty areas seeing that all shifts are properly staffed. Evaluates work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and discusses work performance. Resolves employee complaints and grievances. Maintains discipline among employees by assisting in conducting corrective interviews and recommending disciplinary action. Provides technical assistance to subordinates. Inspects the appearance of equipment and personnel and approves leave.

Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Provides for and ensures that accurate division records are maintained. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Keeps records and writes reports concerning division operations. Compiles and analyzes data needed for reports. 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. Personally completes forms and records required.

Provides training in departmental dispatch procedures and the operation and use of communications equipment. Prepares materials for use in training. Provides on-the-job instruction and participates in training provided by the department. Ensures that all employees receive necessary formal and informal training.

Supervises and assists in answering emergency and non-emergency telephones for the police department, taking appropriate action as designated by department policy. Determines unit to be dispatched and dispatches unit following departmental procedures. Operates control board for individual pocket pager system to call designated officers when necessary. Keeps track of the location and status of emergency units at all times using the computer-aided dispatching (CAD) display. Takes requests from units and provides for requested assistance following departmental procedures. Watches or listens to monitors registering burglar alarms and follows established procedures when such alarms are received. Operates office paging or intercom system to relay messages and information to department personnel.

Supervises the general care, maintenance, and use of departmental communications equipment. Conducts tests of division equipment to ensure proper readiness for service. Provides for the repair of any malfunctioning communications equipment according to department procedures. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished.

Supervises and assists in receiving complaints over the telephone or from other sources, taking as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals. Operates teletype and computer keyboard and uses designed teletype and computer codes to send or receive messages. Notifies special units of agencies designated by departmental procedures in special or emergency situations.

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.

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 have at least three (3) years full time dispatching experience in a communications division of a law enforcement agency.

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.

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| Police Communications Supervisor HM<br>Original Adoption: 03-16-11<br>Revision Dates: 12-18-14, 02-15-18 |
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# DEPARTMENTAL RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses clerical positions in the police department, the main duties of which are typing and filing police records. Employees of this class type forms, reports, and other records, proofread and correct such material, and file these records and reports in a manner established by departmental policy. These positions are non-supervisory in nature. The records clerks report to and have work reviewed by supervisory line personnel at the rank of sergeant or above.

## **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.

Types forms, records, and reports; may also type letters or memoranda; proofreads typed material; mails or distributes typed material;

Receives departmental records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and corrects them; makes entries of routine information in information files;

Files departmental records and reports numerically or alphabetically; pulls information from files when needed or requested;

Answers the telephone; routes caller to correct person or division; may also give out routine information;

Operates office machines such as typewriters, copying machines, computer, adding machines;

Revises department filing system or develops new procedures for office functions, when necessary;

Takes dictation in longhand; writes letters in answer to requests received;

Makes and cancels appointments for superiors;

May also open, sort, and distribute mail;

Performs related duties when 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.

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 picture identification card.

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.

Departmental Records Clerk HM

Original Adoption: 10-19-81

Revision Dates: 10-19-94, 01-19-05, 12-18-14, 02-15-18