

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF LAFAYETTE ---- PARISH OF LAFAYETTE

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OCCUPATIONAL INDEX TO FIRE CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE CITY OF LAFAYETTE ---- PARISH OF LAFAYETTE

FIRE SERVICE

LINE CLASSES

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11-30-76, 06-04-79, 07-09-81, 03-11-82, 11-11-82, 07-26-84, 11-15-84,
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08-12-03, 03-09-04, 07-13-04, 08-09-11, 03-08-12, 04-13-16

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry-level work in receiving training for and in performing work in combating and extinguishing fires and performing rescue and first aid work in these and other emergencies. Employees of this class attend a systematic program of introductory training in fire control and associated rescue work. They perform hazardous tasks under emergency conditions which may require strenuous exertion in fire, heat, smoke, and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible activities, a major portion of duty time is spent in drills and study and in performing routine duties in the care and maintenance of fire department property and equipment. Work is performed in accordance with explicit instructions and well defined procedures under the guidance and observation of a higher level officer. A Fire Captain assigns routine, daily duties and provides guidance and training in day-to-day activities; employees of this class report to and are supervised and evaluated 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.

Responds to alarms of fire and other emergencies; lays out and connects hose and nozzle; directs water stream; carries, raises, and climbs ladders; uses and operates various types of firefighting implements and equipment.

Extricates persons from accidents and removes persons from danger; administers first aid to the injured; performs salvage operations, placing covers, sweeping water, and removing debris.

Attends company drills in fire station training school; receives instruction in and studies materials related to firefighting and rescue methods, first aid, street and hydrant locations, and the use of fire suppression and rescue apparatus and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have no felony convictions.

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 motor vehicle operator's license issued by the State of Louisiana upon offer of employment.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

SPECIAL QUALIFICATION REQUIREMENTS

At any time during the probationary period, an employee will not be eligible for continued employment if the employee:

Fails to successfully complete the basic Firefighter Academy, and/or

Fails to successfully complete the Louisiana Firefighter Certification System test for certification at the Firefighter I level.

Firefighter LY

Original Adoption: 01-31-46

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FIREFIGHTER FIRST CLASS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is skilled work in combating, extinguishing, and preventing fires and responding to other emergencies, and performing rescue work. Work involves the operation and routine custodial maintenance of fire department equipment, apparatus, and quarters. Employees of this class learn the operation of equipment and perform hazardous tasks under emergency conditions which may require strenuous exertion in fire, heat, smoke, and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, a major portion of duty time is devoted to drill and study of fire protection and rescue principles and methods and in performing routine duties in the care and maintenance of fire department property and equipment. Work is usually performed in accordance with explicit instructions and well defined procedures under the guidance and observation of a higher level officer. A Fire Captain assigns routine, daily duties and provides guidance and training in day-to-day activities; employees of this class report to and are supervised and evaluated 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.

Responds to fire alarms and emergency calls with fire company; removes or extricates persons from hazardous conditions; administers first aid to injured persons.

Lays and connects hose lines and nozzles, turns water on and off; ventilates buildings; holds fire hose and directs stream; uses other extinguishing equipment as appropriate; puts up and climbs ladders; enters burning buildings and other hazardous areas; performs salvage and overhaul operations.

Drives and operates motor driven equipment under special instructions and under limited conditions.

Cleans fire fighting equipment, dries hose, reloads equipment with hose, tools and equipment; performs routine custodial and maintenance work in the station and premises.

Attends company drills and classes in fire station or training school; receives instruction in and studies materials relating to fire prevention and protection and the prevention and control of

other emergency conditions; studies and practices first aid; studies street and hydrant locations, and the use of fire department and rescue apparatus and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 employee in good standing in the class of Firefighter.

Must possess a valid motor vehicle operator's license issued by the State of Louisiana.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must have successfully completed the Louisiana Firefighter Certification System test for certification at the Firefighter II level.

Firefighter First Class LY

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FIRE ENGINEER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is specialized firefighting work in driving fire and related equipment to the scene of an emergency and in the operation and care of equipment and apparatus. Work involves responsibility for the safe and efficient operation, care, minor maintenance, and adjustment of fire engines and the operation of pumps, aerial ladders, and other equipment. Work includes responsibility for performing general firefighting duties when not actually engaged in activities related to equipment operation, and for participating in drills, classroom instruction, and the general maintenance of departmental property and equipment. Work is performed with some independence in accordance with defined instructions and procedures. A Fire Captain assigns routine, daily duties and provides guidance and training in day-to-day activities; employees of this class report to and are supervised and evaluated 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.

Serves as primary operator of a fire engine, rescue unit, or aerial truck; drives assigned equipment to and from fires and other emergency calls.

Checks engine daily and inspects pumping equipment, fluid levels, ignition, batteries, brakes, and apparatus and equipment assigned to the unit to see that apparatus is in good working condition; reports defects.

Pumps water to a fire at designated pressure and ensures that suction hose and fire hose are properly located; monitors condition of motors and pumping unit during operation and makes necessary adjustments or changes; operates generators, smoke ejectors, chemical units, and similar equipment.

Performs firefighting duties as required; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines, and other equipment; ventilates burning buildings; removes persons from danger and renders first aid; places salvage covers and removes debris.

Performs general maintenance equipment work in the upkeep of fire buildings, grounds, and equipment; cleans, waxes, polishes, and otherwise maintains assigned equipment.

Participates in a continuing program of training and instruction, including attendance at scheduled drills and classes; participates in pre-fire planning inspections; assists in the instruction of firefighters in the operation of equipment and apparatus.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Firefighter or Firefighter First Class.

Must possess a valid motor vehicle operator's license issued by the State of Louisiana.

Must have successfully completed the Lafayette Fire Department Driver Training Program, Phases I, II, III and IV.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must have successfully completed the Louisiana Firefighter Certification System test for certification as an Apparatus Driver/Operator.

Must have successfully completed the Louisiana Firefighter Certification System test for certification as Firefighter II.

Fire Engineer LY

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11-09-04, 11-09-16,

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible and skilled firefighting and rescue work on an assigned duty tour in leading and directing the activities of a fire company. Employees of this class may serve as officer-in-charge of a single or multi-company fire station. Work includes responsibility for the placement of equipment and direction of assigned firefighting personnel at the scenes of fires or emergencies in accordance with established procedure or fire scene direction, and for leading fire suppression or rescue operations until relieved of command by a superior officer. Work also involves responsibility for, and participation in, company maintenance activities and in-station drills and instructional activities. Work requires high proficiency in fire protection and rescue operations and the ability to lead others under hazardous conditions. General supervision is available at all times, however work is normally performed according to the procedures of the department with some latitude for the exercise of independent judgment. Work is evaluated for results obtained, through observation, inspections, and reports. Work is supervised and evaluated by a Fire District Chief through direct observation, inspections, discussions, and reports.

EXAMPLES OF WORK

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

Responds to fire and other emergency alarms; makes decisions as to methods of attack; directs operations until relieved of command by a superior officer; supervises and participates in laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons and property, and conducting salvage.

Operates resuscitators, cutting torches, saws, power jacks, and a variety of other rescue equipment and tools; removes fire or accident victims to safe locations; renders first aid.

Instructs and drills personnel in firefighting methods, techniques, and related subjects at the station to which assigned.

Directs and participates in the cleaning of quarters, equipment, and apparatus at fire stations; inspects personnel and maintains discipline; prepares necessary records and reports; reports discipline or work performance problems to a superior officer.

Directs and participates in pre-fire planning inspections of commercial, industrial, and other premises in a designated area for hazards, efficiency of fire protection equipment, adequacy of fire escapes and exits, and general compliance with fire laws; conducts pre-planning inspections of designated buildings and facilities; prepares and/or participates in the preparation of plans for emergency and rescue operation in problem locations.

Inspects the equipment and appearance of subordinate firefighters; conducts roll call briefings at the beginning of shifts; provides information and special instructions; will evaluate and rate the performance of subordinates; refers grievances and leave requests to higher authority.

Participates in a continuing program of training, instruction, and individual study of technical materials and attendance at scheduled drills and classes.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire Engineer.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Captain LY

Original Adoption: 01-31-46

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04-01-70, 12-04-80, 08-25-88, 01-07-92, 09-30-92, 06-02-94, 03-30-95,
11-09-04

FIRE DISTRICT CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible and technical work in supervising a number of fire companies within a fire district during an assigned tour of duty. Work is performed under general supervision and the incumbent is allowed some independence in performance of duties. Work involves supervising fire fighting activities at fire scenes and responsibility for fire department buildings, property, apparatus and equipment, and for the supervision and performance evaluation of all subordinates on an assigned shift within a fire district. Work is reviewed by a superior officer by observation of the discipline, morale and performance of subordinates and by inspection of buildings, property, equipment, records, and reports. Work is supervised and evaluated by a Fire Assistant Chief through direct observation, inspections, discussions, and reports.

EXAMPLES OF WORK

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

Responds to fires within a fire district during an assigned shift and assumes command of fire suppression activities until relieved by a superior officer; responds to other fires as directed.

Combats fires and responds to other emergency conditions and related rescue operations, utilizing experience and training in determining strategies and tactics; transmits greater alarms on own authority as necessary; directs the movement of men and apparatus during fires and other emergencies as required.

Maintains attendance and other records for assigned shift and district; submits reports and makes recommendations for additional personnel, fire equipment replacement and maintenance, and prepares and analyzes data on apparatus within assigned shift and district.

Performs inspections of structures and other hazardous areas as required; promotes educational programs; assists in disciplinary and grievance hearings as assigned.

Provides direct supervision to, and evaluates the performance of, all levels of fire fighting personnel under his supervision.

Plans, develops, directs, and participates in combating and suppressing fires and conducting rescue operations in emergency situations.

Handles unwritten employee grievances and refers written grievances to higher authority; assists in disciplinary investigations; handles emergency leave requests in absence of superior officer.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire Captain.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire District Chief LY

Original Adoption: 05-20-68

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11-09-04

FIRE ASSISTANT CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible administrative and technical work in commanding and supervising the fire protection forces of the City during an assigned tour of duty and assisting as assigned in the planning and administration of municipal fire and associated emergency rescue services. Work is performed under limited supervision and the incumbent is allowed much independence in performance of duties. An employee in this class has responsibility for fire department buildings, property, apparatus and equipment and the supervision and discipline of all fire fighting personnel on an assigned shift, either directly or through subordinate supervisors. Employees of this class assume command upon arrival at a fire scene and direct fire fighting and life saving activities unless relieved by a superior officer. Work may involve assisting and participating in the fire department recruitment, information, and in-service training programs. Work is supervised and evaluated by the Deputy Fire Chief through observation of the discipline, morale and performance of subordinates and by inspection of buildings, property, equipment, records, and reports.

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.

Commands all firefighting forces on an assigned shift unless relieved by a superior officer.

Provides direct supervision to persons in the rank of Fire District Chief and general supervision to all subordinates on an assigned shift.

Responds to all multiple alarm fires during an assigned shift and assumes command unless relieved by a superior officer; responds to other fires upon special call.

Reviews, evaluates, and reports on the work of subordinates and makes recommendations on personnel matters; maintains attendance and other records for assigned shift; recommends approval\disapproval of leave requests; processes emergency leave requests; submits reports and makes recommendations for additional personnel, fire equipment replacement and maintenance, and prepares and analyzes data on apparatus within assigned shift.

Conducts training; promotes educational programs; conducts or participates in disciplinary and grievance hearings as assigned; supervises and evaluates the work of subordinates.

Determines fire fighting strategies and tactics; plans and supervises pre-planning inspections.

Plans, develops, and directs, the combating and suppressing of fires and conducting rescue operations in emergencies.

Resolves grievances, handles personnel problems and maintains discipline, good order, and morale among subordinates.

Directs or performs routine inspections of the maintenance and repair of operational buildings, properties, equipment and apparatus.

Directs or performs inspections of structures and other hazardous areas as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire District Chief.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Assistant Chief LY

Original Adoption: 06-09-50

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DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Fire Chief in planning and supervising the operations of the department. The employee of this class also has the responsibility for assisting in the management of personnel. The Deputy Fire Chief assists in personnel management, performs public relations duties, and takes command at the scene of a fire or other emergency and directs all fire fighting activities until relieved by the Fire Chief. The incumbent of this class will be assigned to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief performs regularly assigned duties with a high degree of independence, having work 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.

Assists the Fire Chief in managing the operations of the fire department, including planning and organizing use of personnel, equipment, and apparatus. Performs the duties of the Fire Chief in the Chief's absence. Promotes peace and harmony within the department by seeing that discipline is maintained. Works with boards, agencies and labor unions whose rules and operations affect the personnel and the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies are needed. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Prepares reports required to document department activity. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Personally completes any forms and records assigned.

Assists in the investigation of all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in investigating complaints against department personnel and formulates a recommendation for reply.

Directs emergency scene operations until relieved by the Fire Chief. Supervises emergency scene operations in size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, and fire extinguishment. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in handling emergencies involving hazardous materials. Maintains communications at the fire or emergency scene.

Supervises subordinate department employees in Fire Suppression and a Stores Clerk I.

Assists the Fire Chief in evaluating training needs of the department. Provides for regular employee training at all levels within the department by providing departmental training or scheduling outside training to meet the needs.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 employee in good standing in the class of Fire Assistant Chief.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Deputy Fire Chief LY

Original Adoption: 11-11-92

Revision Dates: 06-02-94, 03-30-95, 11-09-04

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is highly responsible administrative and technical work in planning, organizing, and directing fire protection and associated rescue and emergency services for the City. Work involves direction of all fire protection, fire prevention, and emergency rescue services of the city government including the development of recommendations for maximum protection of life and property within the City. Work requires a broad knowledge of fire administration, fire protection and fire prevention, and rescue methods and techniques. Work is performed under the general direction of the Mayor or, if he so delegates, the City's Chief Administrative Officer. The Fire Chief, however, works with wide technical and administrative independence in planning, organizing, and directing these protective services. Work is evaluated through review of reports, discussions, and conferences, for the quality of results achieved and the effective use of available resources.

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.

Plans, organizes, and directs comprehensive fire and emergency rescue protection program; conducts needs assessment to determine financial, equipment, and personnel needs.

Plans, organizes, directs, and evaluates fire suppression, prevention, and rescue programs.

Supervises directly or through subordinate supervisors all employees of the department; takes personal command of fire suppression or rescue operations at major emergencies.

Evaluates departmental financial, personnel, equipment, and physical facility needs; develops budgetary recommendations for operating and capital needs and presents and explains budgetary requests to high ranking executive and legislative officials of the City.

Exercises purchasing and budgetary control; reviews and approves specifications for new equipment and apparatus.

Directs the preparation and analysis of records and reports of fire protection and related emergency protection needs of the City; determines, through consultation with subordinates, needed change in operational and administrative policies.

Directs the development of programs for training, development, and utilization of personnel.

Represents the fire department before civic and other local groups and at regional, state, and national meetings and conferences.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have no felony convictions.

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, if employed after January 1, 1992, have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities **OR** have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities.

Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Chief LY

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08-25-88, 01-29-92, 06-02-94, 03-30-95, 11-09-04, 06-13-18

FIRE INSPECTOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry level technical and public contact work in the enforcement of fire prevention ordinances; the inspection of premises subject to fire or other emergency occurrences; and public educational and informational work in fire prevention. Employees of this class carry out assignments in their areas of responsibility; prepare reports; and as necessary appear in court to present testimony related to inspectional findings. Work is evaluated in terms of quality of reports and effectiveness of public information programs. Following initial training, these employees are expected to work with some independence in most aspects of their work. Although a higher ranking officer may provide guidance and training in their day-to-day activities, employees of this class report to and are supervised and evaluated by the Fire Prevention 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.

Conducts inspections of commercial and industrial premises, schools, institutions, and places of public assembly for conformance with fire protection and prevention ordinances, regulations, and standards; reinspects premises in which violations were identified; investigates complaints of existing fire hazards; identifies and inspects installations where hazardous materials or conditions may exist; may assist in the review of structural plans for adherence to fire prevention features of building codes; explains violations and required corrective measures to building owners or occupants.

Plans and conducts public information programs and educational presentations in the field of fire protection and fire prevention; prepares and supervises fire hazard displays.

Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have no felony convictions.

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 motor vehicle operator's license issued by the State of Louisiana.

Must have at least three years of full-time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency, or at least three years of experience in some other field such as fire insurance claims adjusting or industrial fire safety which would provide familiarity with fire hazards, fire codes and fire cause determination.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Inspector I LY

Original Adoption: 03-09-73

Revision Date: 05-05-75, 09-09-76, 11-30-76, 08-25-88, 01-07-92, 06-02-94, 03-30-95,
11-09-04, 6-11-14, 6-13-18

FIRE INSPECTOR II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible, technical work in the enforcement of fire protection and hazard control laws, regulations, ordinances and standards. Work involves assisting, guiding and training lower level employees; reviewing plans of buildings and developments for adherence to City codes and standards related to fire protection; conducting the more difficult inspections; and assisting in evaluating community fire prevention and protection needs. In addition to the more responsible duties of this class, the employee also performs the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. This class differs from the lower class because of the greater responsibilities which may include some supervisory responsibilities during the absence of the divisional chief. Work is supervised and evaluated by the Fire Prevention Chief through observation, inspections, discussions, and reports.

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 in planning the fire prevention program of the department; evaluates existing codes, regulations, and standards and makes recommendations for revisions to accommodate changing construction and development practices and hazards.

Reviews plans, subdivision plats, and construction prints to ensure compliance with applicable laws, regulations, and standards; works with architects, engineers, and developers in bringing plans into conformance with standards.

Conducts inspections in the more difficult situations and assists in office and field fire inspection training of other inspectors; tests fire suppression and fire alarm systems; prepares inspectional and other reports.

Provides information to other departmental divisions on changing requirements and practices as these relate to training, suppression, and communications activities; may assist in the preparation of fire prevention program news releases.

Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Inspector II LY

Original Adoption: 09-09-76

Revision Dates: 08-25-88, 01-07-92, 09-30-92, 06-02-94, 03-30-95, 01-13-04, 11-09-04

FIRE PREVENTION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is advanced technical and responsible supervisory and administrative work in planning and conducting the City's program for fire prevention and the control of associated hazards, including the conducting of related informational and educational programs. Work responsibilities include evaluating the adequacy of existing laws, ordinances, and standards, recommending needed changes therein in the light of local conditions, and planning an enforcement and educational program in support of the maintenance of standards. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the fire prevention and investigation function. Work is performed under general direction of the Fire Chief and is evaluated through appraisal of morale and performance of the work force and through conferences, review of performance data and reports, and observation of services.

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 directs the activities of the fire prevention division.

Analyzes community circumstances in relation to the nature and severity of fire and related hazards; evaluates the need for changes in applicable laws, regulations, ordinances and standards; recommends revisions as appropriate.

Plans, assigns, supervises and evaluates the work of all subordinate personnel in reviewing plans and plats, conducting inspectional activities, and planning and conducting public educational programs, and investigating cause of fires.

Plans and recommends the fire prevention and investigation budget for operating and capital outlay purposes, and participates in the development of departmental policies and procedures and in general departmental program planning.

Meets with architects, engineers, developers, and their representative regarding the application and interpretation of laws and standards; recommends compliance procedures and enforcement actions as necessary; prepares reports of unusual and complex enforcement situations as well as reports of the results of continuing enforcement and informational programs.

Participates with other principal officers of the department in planning and conducting programs for improved fire prevention and protection against related hazards.

Supervises and participates in arson investigations; prepares reports; prepares recommendations for formal action; may appear in court.

Conducts internal affairs and applicant background investigations on behalf of the Fire Chief.

Plans, assigns, supervises, and evaluates the work of prevention inspectors and investigators; provides training; and inspects personnel and equipment.

Prepares news releases and coordinates fire prevention program coverage with news media.

Resolves grievances; handles personnel problems; maintains discipline and good order and morale in the workplace; approves leave requests; and recommends disciplinary action.

Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire Inspector II or Fire Investigator II.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Prevention Chief LY

Original Adoption: 03-09-73

Revision Dates: 11-30-76, 07-26-84, 10-10-85, 08-25-88, 01-07-92, 09-30-92, 11-11-92,
06-02-94, 03-30-95, 11-09-04

FIRE INVESTIGATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry level technical work in the investigation of the causes of fires of undetermined origin, analyzing the incidence of fire as a basis for preventive measures, and performing associated educational and informational work in fire presentation. Employees of this class carry out assignments in their area of responsibility; prepare reports; and appear in court to present testimony related to investigative findings. Following initial training, employees are expected to work with some independence in most aspects of their work. After a period of training and closely observed work experience, employees of this class interview and interrogate witnesses; make arrests; prefer charges; and appear in court as a witness. Although a higher ranking officer may provide guidance and training in their day-to-day activities, employees of this class report to and are supervised and evaluated by the Fire Prevention 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.

Investigates fires where responsible chief officer is unable to determine fire origin or cause; investigates fire scene; searches for and secures evidence reflecting possible cause; if incendiary in origin, establishes events leading to the fire, characteristics of the fire itself, and circumstances and behavior following the occurrence; identifies witnesses; photographs scene; prepares report to the District Attorney's office.

Analyzes fires and fire losses by nature, location, cause, and other circumstances; notifies law enforcement authorities of the need for special patrol services; identifies premises likely subject to arson attempts.

Assists in the conducting of background investigations of applicants for employment as directed.

Maintains skill and proficiency in the handling and firing of firearms.

Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

Must demonstrate knowledge of fire prevention and arrest laws and ordinances.

QUALIFICATION REQUIREMENTS

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

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

Must have no felony convictions.

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.

Most possess a valid motor vehicle operator's license issued by the State of Louisiana.

Must have at least three years of full time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency, or at least three years of experience in some other field such as fire insurance claims adjusting or industrial fire safety which would provide familiarity with fire hazards, fire codes and fire cause determination.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

SPECIAL QUALIFICATION REQUIREMENTS

To be eligible for confirmation upon completion of the probationary period, the employee:

Must attain P.O.S.T. certification, and

Must to be deputized to carry a weapon and enforce laws.

Fire Investigator I LY

Original Adoption: 10-10-85

Revision Dates: 08-25-88, 01-07-92, 06-02-94, 03-30-95, 11-09-04, 06-11-14, 06-13-18

FIRE INVESTIGATOR II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible technical work in the investigation of the causes of fires of undetermined origin, analyzing the incidence of fires as a basis for preventive measures, and performing advanced educational and informational work in fire prevention. Work involves assisting, guiding, and training lower level employees; preparing records and reports; and conducting fire prevention programs. In addition to the more responsible duties of this class, the employee also performs the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. This class differs from the lower class because of the greater responsibilities which may include some supervisory responsibilities during the absence of the divisional chief. Work is supervised and evaluated by the Fire Prevention Chief through observation, inspections, discussions, and reports.

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.

Investigates fires where responsible chief officer is unable to determine fire origin or cause; investigates fire scene; searches for and secures evidence reflecting possible cause; if incendiary in origin, establishes events leading to the fire, characteristics of the fire itself and circumstances and behavior following the occurrence; identifies, interviews, and interrogates witnesses; photographs scene; prepares report to the District Attorney's office.

Makes arrests; prefers charges; appears in court as a witness.

Analyzes fires and fire losses by nature, location, cause, and other circumstances; notifies law enforcement authorities of the need for special patrol services; identifies premises likely subject to arson attempts.

Cooperates with other law enforcement agencies in gathering and exchanging intelligence about arson attempts and arsonists; develops informants for use in investigations.

Conducts information and educational activities directed at reducing fire losses, with special reference to arson attempts; investigates bomb threats; investigates fire hazard complaint calls. Conducts background investigations of employment applicants.

Conducts internal affairs investigations as assigned by the Fire Chief.

Maintains skill and proficiency in the handling and firing of firearms.

Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Investigator II LY

Original Adoption: 01-07-92

Revision Dates: 09-30-92, 06-02-94, 03-30-95, 01-13-04, 11-09-04

HAZARDOUS MATERIALS COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The position of this class involves highly responsible administrative and supervisory work in the direction of the Hazardous Materials Division of the fire department. Work includes the supervision and direction of all department employees when they are assigned for training in hazardous materials or when they are handling a hazardous materials emergency. The Hazardous Materials Coordinator personally responds to emergency calls involving hazardous materials and directs and assists in the work of line fire companies responding to such incidents. The Coordinator of this division also develops and directs a training program in hazardous materials for the entire department, oversees maintenance of all division records and reports, and assists in budget preparation and all other administrative functions assigned. The Hazardous Materials Coordinator reports directly to the Deputy Fire Chief who reviews and directs the work of this class.

EXAMPLES OF WORK

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

Supervises all employees of the department when they are assigned for training in hazardous materials or when they are handling a hazardous materials incident;

Researches all new literature on hazardous materials for use in preparing training materials and for developing new procedures for use in hazardous materials incidents; writes specifications for equipment to be used by the Hazardous Materials Division;

Prepares the budget for the Hazardous Materials Division for use by the Fire Chief in preparing the total departmental budget; makes policy decisions for the Hazardous Materials Division with the approval of the Deputy Fire Chief.

Coordinates the work of the Hazardous Materials Division with all other divisions of the fire department and with related federal, state, and local fire agencies and institutions;

Performs all duties also assigned to hazardous materials officers at the scene of a fire or emergency involving hazardous materials, including directing firefighting efforts of responding

line companies, operating hazardous materials unit and equipment, and coordinating the work of any individuals or specialized agencies called out for assistance;

Directs training of all department personnel in the handling of hazardous materials; develops training material and training tests; personally teaches hazardous materials subjects at the drill field and in company training at fire stations;

Maintains and oversees the maintenance of all records and reports required of the Hazardous Materials Division; personally keeps records and writes required reports on all work of the division;

Handles media questions concerning hazardous materials; gives talks, lectures, and demonstrations to civic groups, schools, etc; attends schools and training courses on new developments in any areas involving hazardous materials; handles correspondence with industry and with outside agencies on the work of the Hazardous Materials Division and any related subjects;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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

Must have not less than three (3) years of experience in fire fighting, fire prevention, or training as a member of a full-time, paid fire department.

Must have a valid Louisiana driver's license or a current driver's license from another state at the time of appointment.

SPECIAL QUALIFICATION REQUIREMENTS

Must be a certified Hazardous Materials Technician.

Must have not less than three (3) years experience in a supervisory position.

Hazardous Materials Coordinator LY

Original Adoption: 07-26-84

Revision Dates: 08-24-88, 06-02-94, 03-30-95, 11-09-04, 06-11-14, 06-13-18

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance positions in the training of fire department personnel. The major duties of the class are the teaching of firefighting techniques and related subjects in a classroom situation, at the drill field, and in company training at fire stations. Training officers of this class assist in the development of lesson plans, review current literature, attend schools and training courses in order to augment departmental training, and keep records of employees trained. Training officers are responsible for maintaining discipline among staff assigned for training. Following initial training, these employees are expected to work with some independence in most aspects of their work. Although a higher ranking officer may provide guidance and training in their day-to-day activities, employees of this class report to and are supervised and evaluated by the Fire Training 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.

Conducts training at the drill field, at fire stations during company training, and in the classroom; prepares, administers, and grades tests.

Prepares lesson plans and training materials for use in all types of training; conducts research into subject matter and training techniques.

Responds to fire scenes to observe performance as a basis for evaluating training and training needs; may perform firefighting duties if required.

Keeps records of training activities conducted and of employees involved in training; writes reports on training courses taught and any related reports required.

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have no felony convictions.

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 motor vehicle operator's license issued by the State of Louisiana.

Must have at least three years of full time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

SPECIAL QUALIFICATION REQUIREMENTS

To be eligible for confirmation upon completion of the probationary period, the employee:

Must have successfully completed the Louisiana Firefighter Certification System test for certification as a Fire Instructor I.

Fire Training Officer LY

Original Adoption: 07-26-84

Revision Dates: 08-25-88, 01-02-92, 06-02-94, 03-30-95, 11-09-04, 06-11-14, 06-13-18

FIRE TRAINING OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible, advanced technical work in developing plans for the content of training for fire department personnel in all phases of fire department protection and rescue work. Work extends to the performance of related administrative duties, assisting with training material research and development, and related activities. Work also involves assisting a supervisor in training lower level employees and monitoring their progress. In addition to the more responsible duties of this class, the employee also performs the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. Incumbent is responsible for maintaining good order and discipline during training classes and refers grievances, disciplinary problems or similar matters to a superior officer for resolution. This class differs from the lower class because of the greater responsibilities which may include some supervisory responsibilities during the absence of the divisional chief. Work is supervised and evaluated by the Fire Training Chief through direct observation, inspections, discussions, and reports.

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 the development and updating of curricular content and methods in keeping with changes in fire protection and rescue principles, methods, materials, and equipment.

Prepares and conducts training at the drill field, at fire stations, during company training, and in the classroom; prepares, administers, and grades tests; prepares lesson plans and assembles, evaluates, and selects training materials for all types of training.

Keeps records of training activities conducted and employee training performances; participates in the development and execution of programs designed to evaluate the quality of training provided.

Attends training conferences and schools to keep informed of technological developments affecting the need for and content of training for fire protection and rescue work and to keep informed about modern training methods and modern fire department equipment procedures. Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must be certified as a Fire Instructor II by the Louisiana Firefighter Certification System.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Training Officer II LY

Original Adoption: 03-09-73

Revisions Date: 03-14-77, 07-26-84, 08-25-88, 01-07-92, 09-30-92, 06-02-94, 03-30-95,
01-13-04, 11-09-04

FIRE TRAINING CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is highly responsible technical, supervisory, and administrative work in planning and conducting a program of training in fire protection and related rescue service. The training responsibilities extend to both recruit and in-service training. In the case of recruits training, responsibilities include the selection of those recruits who are suitable, on the basis of training period performance, for continued employment with the department. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the fire training function. Work is performed under the general direction of the Fire Chief is evaluated through review of the content and execution of the training program, observation of results at the scenes of fires and at other departmental operations, morale and performance of the work force, and through conferences and review of performance data and reports.

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 directs the activities of the fire training division.

Directly supervises and evaluates persons in the rank of Fire Training Officer II and Fire Training Officer and entrance level trainees assigned for training; provides functional supervision of all persons assigned for classroom or field training.

Plans, after consultation with other officers of the department, organizes, determines the content and methods of, and oversees and participates in the conduct of recruit and in-service training for personnel for the department.

Reviews and approves the content and methods of training courses and programs; evaluates the performance of subordinate training officers, by analysis of records, observation, and consultation with command personnel of the department.

Consults with officers regarding departmental training needs; reviews literature of the field, attends conferences and demonstrations; determines the need for alterations in the content and methods of training programs; approves lesson plans and curricular materials; selects and recommends purchase of training aids and physical facilities.

Plans and recommends the fire training budget for operating and capital outlay purposes, and participates in the development of departmental policies and procedures and in general departmental program planning.

Prepares schedules for training in coordination with user agencies.

Participates in public information and educational activities of the department and prepares and gives talks, lectures, and demonstrations.

Plans, designs, and conducts comprehensive training programs of fire protection and related rescue services.

Selects or designs training techniques and approaches best suited to departmental needs.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire Training Officer II.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Training Chief LY
Original Adoption: 10-18-76
Revisions Date: 07-26-84, 08-25-88, 01-07-92, 09-30-92, 11-11-92, 06-02-94, 03-30-95, 11-09-04

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry level communications work in receiving and dispatching calls for fire protection and rescue services. These employees, on an assigned tour of duty, test communications lines and equipment, maintain records of calls for service, and operate radio and telephone communication equipment. They also maintain running and response records and dispatch additional equipment as required by standard departmental policies and procedures. Following initial training, these employees are expected to work with some independence in most aspects of their work. Although a higher ranking officer may provide guidance and training in their day-to-day activities, employees of this class report to and are supervised and evaluated by the Fire Communications 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.

Tests all equipment to assure proper functioning; makes minor adjustments; calls for repair and maintenance services as required.

Receives, by telephone or radio, calls for services; dispatches equipment in keeping with established procedures of the department; receives and responds to calls for additional equipment or for additional and specialized services as needed.

Maintains records of calls received and dispatched; compiles and maintains records of companies responding and/or times of receipt, dispatch, and response to calls for service; maintains records of incidents; maintains and updates maps for the city and parish; maintains lists of other agencies and of media for notification purposes.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have no felony convictions.

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, before employment, demonstrate the ability to type 25 correct words per minute.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Communications Officer LY

Original Adoption: 01-12-71

Revision Dates: 04-19-73, 06-04-74, 11-15-84, 10-10-85, 08-25-88, 01-07-92, 06-02-94,
03-30-95, 11-09-04, 06-11-14, 06-13-18

FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible and skilled work in performing fire communications duties and assisting in and monitoring the work activities of lower level employees. Work involves assigning work tasks and providing training and guidance to lower level employees, performing administrative and maintenance tasks, receiving and dispatching calls for fire protection and rescue services, testing equipment and preparing shift reports as directed. In addition to the more responsible duties of this class, the employee also performs the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. This class differs from the lower class because of the greater responsibilities which may include some supervisory responsibilities during the absence of the divisional chief. Work is supervised and evaluated by the Fire Communications Chief through observation, inspections, discussions, and reports.

EXAMPLES OF WORK

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

Receives, by telephone or radio, calls for service; monitors alarm systems; dispatches equipment in keeping with established policies and procedures of the department; receives and responds to calls for additional equipment or supplemental emergency services.

Assists in training and instructing less experienced personnel.

Tests equipment to assure proper functioning; makes minor adjustments; calls for repairs and maintenance services as required.

Maintains records of calls received and dispatched; maintains records of responses and times associated therewith; maintains and updates running cards for dispatching purposes; maintains records of incidents; maintains and updates maps for the city and parish.

Serves as officer-in-charge of a work shift; conducts shift briefings; relays and explains directives and information; assists supervisor in evaluating and rating the performance of lower ranking officers; refers grievances, discipline problems and leave requests to supervisor.

Maintains lists of other agencies and of media for notification purposes; notifies other agencies and media as appropriate.
Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Communications Officer II LY

Original Adoption: 11-30-76

Revision Dates: 10-10-85, 08-25-88, 01-25-90, 01-07-92, 06-02-94, 03-30-95, 01-13-04,
11-09-04

FIRE COMMUNICATIONS CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible supervisory and technical work in planning, maintaining, and operating fire department communications facilities and services. Work extends to responsibility for being knowledgeable of technical developments in the communications and related fields for applicability to departmental needs, recommending system changes, assisting in the development of specifications for improvements and/or replacements, and for representing the communications service in formulating departmental policies and procedures. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the fire communications function. Work is carried out under general direction of the Fire Chief and is evaluated through appraisal of morale and performance of the work force and through conferences, review of performance data and reports, and observation of services.

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 directs the activities of the fire communications division.

Evaluates the suitability of communication facilities, equipment, procedures, and reporting systems to the needs of the department.

Plans and recommends the fire communications budget for operating and capital outlay purposes, and participates in the development of departmental policies and procedures and in general departmental program planning.

Plans, assigns, supervises, and evaluates the work of all communications officers; provides training; inspects personnel and equipment.

Resolves grievances; handles personnel problems; maintains discipline and good order and morale in the workplace; approves leave requests; and recommends disciplinary action.

Evaluates the quality of maintenance services; recommends changes in the terms of maintenance service contracts and in the selection of such contractors for such services.

Represents department in developing policies and procedures for dispatching volunteer fire departments and in planning for emergency communications facilities and services for the metropolitan area.

Supervises and evaluates the general business communications system of the department.

Designs and supervises the maintenance of a records and reporting system for dispatching and service reporting purposes.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be a regular employee in good standing in the class of Fire Communications Officer II.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Fire Communications Chief LY
Original Adoption: 01-12-71
Revision Dates: 04-19-73, 11-30-76, 11-11-82, 08-25-88, 01-07-92, 09-30-92, 11-11-92, 06-02-94, 03-30-95, 11-09-04

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing and filing fire department records for an assigned division or section of the fire department. Fire Records Clerks receive, sort, code, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, the computer database, or other electronic storage media. Fire Records Clerks perform assigned duties under general supervision, having work assigned and reviewed by the appropriate divisional chief or the Administrative Assistant to the Fire Chief.

EXAMPLES OF WORK

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

Acts as receptionist for an assigned division, screens visitors to determine their needs and directs them to the appropriate person or office. Responds to questions and handles any routine requests by visitors to the office. Answers telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Sets appointments, maintains calendars and notifies division employees of scheduled appointments or meetings. Opens incoming mail for the department or an assigned division. Stamps incoming material to record date and time received. Sorts and distributes mail to the proper person, section or office. Processes outgoing mail and interdepartmental correspondence.

Records minutes or notes at meetings. Takes dictation and transcribes from voice recordings or notes. Types memos as assigned by division heads. Composes business letters and replies to any routine correspondence or requests following department procedures. Compiles and organizes data needed for reports. Proofreads typed materials and corrects errors.

Operates a computer terminal with word processing or database system software to enter, remove or save information in files. Retrieves documents or information from the files and computer database as needed. Processes departmental records utilizing office equipment such as a copier, computer scanner, and facsimile machine. Performs appropriate back-up function to preserve computer files.

Sets up a filing system and revises such system when necessary. Receives and reviews department records, reports and other materials. Reads or briefly reviews incoming materials

and sorts according to subject matter. Processes and files materials in hard copy files or computer database according to the proper organizational scheme. Locates and retrieves information or documents from computer or hard copy files. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files.

Monitors inventory of supplies and equipment for an assigned division. Prepares purchase requisitions according to department procedures. Orders supplies and equipment as needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

Must have a minimum of six (6) months work experience involving the operation of a computer terminal and word processing software.

Fire Records Clerk LY

Original Adoption: 04-10-01

Revision Dates: 06-11-14, 04-13-16, 06-14-17, 06-13-18

FIRE RECORDS CLERK II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the fire department, the primary responsibilities of which include processing purchase orders, maintaining payroll records, and monitoring supplies and inventory. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, the computer database, or other electronic storage media. Fire Records Clerks II perform assigned duties under some supervision, having work assigned and reviewed by the Administrative Assistant to 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.

Reviews all financial statements. Processes a variety of accounting and control records. Maintains ledgers, subledgers, and reconciliation. Receives monies in person or by mail, and issues receipts. Prepares expense and travel vouchers for employees. Maintains individual attendance records on employees. Prepares time records, and files payroll-related documents such as attendance records, deduction notices, and employee registers. Obtains signatures on authorization for payment and other financial documents. Verifies accuracy of billing documents and prepares bills for mailing. Files bills, invoices, authorizations for payment, and other financial documents.

Handles requests for supplies, prepares requisitions, and places orders. Monitors inventory levels of supplies and equipment. Arranges for repairs and maintenance to department equipment. Contacts vendors by phone, letter, or email to establish accounts and obtain price quotations. Communicates with vendors and other agencies to reconcile differences in accounts, and ensures vendors receive accurate payment. Maintains a file of vendors and prices, and of all contracts and contract agreements. Checks and approves payment vouchers. Compares invoices and receipts with purchase orders. Distributes supplies when they arrive. Monitors the receipt of services, equipment and supplies for quantity, quality, and adherence to contracts and specifications.

Receives department records and reports, reviews them for accuracy, and files them according to procedure. Provides for the maintenance of all budget and accounting records. Files documents alphabetically, numerically, or chronologically. Stamps material to record date and/or time of receipt. Operates a computer terminal, computer scanning equipment, a facsimile machine, a calculator, and a copying machine. Locates and retrieves information from hard copy

or computer files. Enters data into financial management programs such as Lawson software.

Enters routine information in department records, and fills out all forms or records required or assigned.

Opens, sorts, and distributes mail for the department. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos, statements, and formal reports, and replies to any routine correspondence on own initiative following departmental procedures. Answers and places telephone calls on behalf of the department. Greets visitors, answers any questions or routine requests, and directs visitors to the appropriate person or division.

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 be a regular and permanent employee in the class of Fire Records Clerk immediately preceding closing date for application to the board.

Fire Records Clerk II LY Original Adoption: 04-13-16 Revision Dates:
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ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, administrative-support position in the fire department service, the primary duties of which include assisting the Fire Chief in research and planning of department programs and activities; working with division heads in developing, preparing, and monitoring the operational budget for the entire department; maintaining administrative records; and managing departmental equipment, property, and supplies. The employee of this class relieves the Fire Chief of minor administrative and clerical matters. The Administrative Assistant to the Fire Chief works with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in gathering information necessary for planning of assigned programs and activities of the department. Works with boards and agencies whose operation or rules affect the careers of the fire department personnel. Keeps informed on local trends, modern fire fighting methods, and administrative practices that may affect the fire service, offers advice, and makes recommendations, as appropriate. Reviews existing or proposed legislation, ordinances, and court rulings to determine if recommendations may be needed for changes in department policies and procedures. Reviews departmental operations having to do with equipment and apparatus, conducts inspections of various divisions of the department, and observes department operations in order to recommend changes for consideration by the Fire Chief.

Relieves the Fire Chief of routine administrative and clerical matters, including maintaining schedules of appointments and meetings for the Fire Chief, managing administrative files, receiving and reviewing correspondence, and preparing correspondence for the Fire Chief's signature. Provides for the maintenance of all department records, including making decisions concerning what information should be included and in what form this information should be kept. Compiles and organizes data needed for records and reports. Writes requests for grants or other special funds to aid in the operation of the fire service. Maintains all personnel files for the fire department, including personnel actions, duty assignments, absences, eligibility lists, and supplemental pay records.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information to be used in compiling the budget, and prepares and submits an operating budget for the entire department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the established budget. Prepares expenditure and revenue estimates. Posts items into accounting software and maintains monthly balances. Prepares payroll records.

Informs the public about the operations of the fire department. Coordinates special projects related to public relations or the image of the fire department. Conducts polls and surveys relating to the fire service or develops related information gathering devices for use in setting goals for the public relations program. Organizes and analyzes data from polls, surveys, or information gathering devices and recommend needed policy statements or policy changes based on data analyses. 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.

Maintains inventory of and orders supplies and equipment. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment, prepares specifications for public bid, and meets with sales representatives to review products. Makes recommendations on major purchases for the department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid Louisiana driver's license.

Must have at least three (3) years of full-time experience with a paid fire department in fire service positions performing administrative duties for a fire department, or duties in some related area of operations which would afford a background in fire suppression, fire prevention, or fire department training.

Administrative Assistant to the Fire Chief LY

Original Adoption: 03-09-04

Revision Dates: 11-09-04, 06-11-14, 06-13-18

OCCUPATIONAL INDEX TO POLICE CLASSES

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POLICE SERVICE

LINE CLASSES

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Original Adoption: 01-31-46

Revision Dates: 11-29-49, 11-01-55, 05-09-56, 07-10-61, 10-02-63, 09-21-67, 04-29-69,
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04-12-17

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry-level, general duty police work in the enforcement of laws and ordinances and the provision of assistance to citizens. Following the successful completion of a period of recruit training and closely supervised work experience, employees of this class perform general duty police work in the investigation of suspicious circumstances, the provision of information and assistance to the public, and in the enforcement of laws and ordinances. Work is performed usually in connection with patrol service assignments and involves elements of personal danger. Officers are expected to learn to work without immediate supervision and exercise independent judgment in meeting both routine and emergency situations. Work is performed under the supervision of a higher ranking officer who is available for assistance in difficult or unusual situations.

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 duty patrol work during an assigned tour of duty; remains alert to evidences suggesting suspicious circumstances; responds to calls for service or assistance; interrogates persons; inspects buildings and premises; lifts or takes fingerprints and searches for and collects evidence; controls traffic and pedestrians at the scenes of crimes or accidents.

Makes arrests and prefers charges and appears in court as a witness.

Maintains records and prepares reports of responses to service calls and complaints.

Participates in training programs as assigned.

Performs any related duties assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the street layout and geography of the city.

Some knowledge of modern police practice and methods.

Some knowledge of departmental policies, procedures, and rules and regulations.

Some knowledge of applicable federal, state, and local laws and ordinances, including the law of arrest.

Ability to acquire skill in the use of firearms and other regular or special police equipment as may be assigned.

Skill in the safe and efficient operation of motor vehicles.

Ability to deal firmly and courteously with the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain required records and to prepare reports.

Ability to establish and maintain effective work relationships with the public and with other personnel.

Ability to analyze situations quickly and objectively, and to determine appropriate courses of action.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

Must have attained the age of twenty (20) years on or before the application filing deadline.

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

Must have no felony convictions.

Must possess a valid vehicle operator's license prior to the application filing deadline and, if appointed, must obtain a valid vehicle operator's license issued by the State of Louisiana prior to first day of work.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Officer LY

Original Adoption: 01-31-46

Revision Dates: 08-11-50, 03-00-51, 05-14-52, 06-15-54, 11-01-55, 07-29-57, 09-10-61, 12-12-61, 02-27-63, 11-05-66, 09-12-67, 11-04-68, 08-27-69, 04-01-70, 03-09-73, 03-11-75, 08-29-77, 10-06-78, 10-10-85, 08-25-88, 05-31-89, 10-18-89, 10-30-90, 06-02-94, 03-30-95, 11-09-04, 06-11-14, 06-13-18

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Patrols an assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated. Responds to crimes in progress. Issues explicit, direct, and forceful verbal challenge or command to suspect, in order to stop suspect or have him come out from concealment. Engages in armed encounters with suspects to neutralize the threat to officers or the public.

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.

Performs criminal investigations and interviews crime victims and witnesses. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and evaluates responses, in order to obtain facts about a

crime. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused, in order to provide for their care and safety.

Controls large crowds at athletic events, parades or other large events. Controls unlawful or disorderly assemblies by evaluating the occurrence to determine the force that may be necessary to contain the incident. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary.

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

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

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 either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must be a regular and permanent employee in the class of Police Officer with at least four (4) years in that class immediately preceding the closing date for application to the board.

Police Corporal LY
Original Adoption: 09-02-82
Revision Dates: 08-25-88, 05-31-89, 10-18-89, 06-02-94, 10-13-94, 03-30-95, 11-09-04

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible law enforcement, police services or specialized technical police work. Employees of this class perform many of the duties of lower classes but at a higher skill level and with a greater degree of discretion and independent judgment. Although incumbents often provide day-to-day authority over and direct the activities of a squad or team of subordinates, they may also perform independently in positions requiring specialized skills or particular expertise. Work requires the use of seasoned judgment in the performance of all phases of the work, and particularly in the training and leading of subordinate officers. Work is performed with considerable independence and in accordance with applicable laws, ordinances, regulations, and departmental policies and procedures, under the general supervision of a superior officer, who evaluates work through observation, discussions of problem situations, and review of reports.

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 the equipment and appearance of subordinate officers; provides information and special instructions as appropriate; assigns officers to patrol areas; relays and explains special orders and information; conducts patrols personally and provides backup assistance to officers as necessary; checks officers' performance in the field; gives advice to subordinates; and assists in evaluating and rating the performance of subordinates.

Serves as assistant to a watch commander of patrol forces; coordinates uniformed patrol activities on an assigned shift; assists in preparing or prepares personnel assignment rosters; conducts roll call briefings at the beginning of shifts; patrols the city on an irregular basis to monitor performance; and responds to and takes command of major incidents or emergencies.

Participates in the apprehension and arrest of law violators; questions suspects; interviews witnesses; and makes court appearances.

Reviews reports of subordinates and prepares reports for higher ranking officers; responds to and takes control of serious or complex incidents or emergencies until relieved by a superior officer.

Leads and participates with a squad of investigative personnel; reviews cases and makes case assignments; provides advice and assistance to subordinates relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.

Participates in investigations of major cases; investigates crimes which remain unsolved following initial investigations; serves on special task forces organized for the purposes of investigating major crimes or criminal activity or of dealing with unusual emergencies or widespread special police problems.

Handles minor employee grievances and refers others to higher authority; assists in disciplinary investigations.

Prepares news releases; analyzes police data as a basis for identifying special problems; enlists police participation in crime prevention and control programs; analyzes crime incidence data; conducts security surveys.

Receives, logs in, records, maintains custody and control of, and releases evidence and recovered property as conditions and standards warrant; provides evidence and testifies as to provenance of materials submitted in evidence; responds to public, offender, witness, and victim requests for information and release of evidence or stolen property; and meets with attorneys regarding the provenance of evidence.

Serves as the representative of the department in expediting and assuring the quality of the maintenance of police vehicles and the safe custody and first echelon maintenance of designated categories of equipment.

Conducts investigations of applicants for bar cards and internal investigations of complaints against police officers; screens, investigates, and interviews applicants for employment as sworn officers; investigates applicants; conducts polygraph investigations of applicants and offenders, and assists in the interrogation of witnesses; participates in special investigations of the conduct of city affairs on instruction from appropriate authority.

Plans and supervises in-service training programs; schedules programs; obtains materials for use in training programs; facilitates and provides administrative support for external training of police officers; maintains library of training files and other materials; provides instruction in aspects of the continuing departmental training program.

Plans and performs technical services in research, communications or special project areas in support of the various law enforcement functions.

Maintains personnel and operation records and prepares reports; participates in in-service training programs, staff meetings, oral interviews, and similar activities.

Performs any related duties assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the street layout and geography of the city and of significant socio-economic characteristics of the city.

Considerable knowledge of modern police practices and methods.

Considerable knowledge of departmental policies, procedures, rules, and regulations.

Considerable knowledge of applicable federal, state, and local laws and ordinances, including the laws of arrest, search, and seizure.

Knowledge of the principles, practices, and procedures of the special field of assignment.

Knowledge of principles and methods of supervision.

Skill in the use of firearms and other such regular and special police equipment as may be assigned.

Ability to assign, supervise, review, and evaluate work of subordinates.

Ability to communicate effectively, orally and in writing.

Ability to analyze situations quickly and objectively and to determine proper courses of action.

Ability to maintain records and prepare reports.

Ability to deal tactfully and courteously with the public and to establish and maintain effective working relationships among subordinates, with other officers, and with the public.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

Must be a regular employee in good standing in the rank of Police Corporal.

Must, if employed after October 18, 1989, show evidence of successful completion of fifteen (15) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Sergeant.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Sergeant LY

Original Adoption: 01-31-46

Revision Dates: 11-01-55, 07-23-56, 09-10-61, 09-21-67, 04-01-70, 03-11-75, 03-24-83,
08-25-88, 05-31-89, 10-18-89, 06-02-94, 03-30-95, 07-09-02, 11-09-04

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. A Police Lieutenant will be directly responsible for the work of the traffic control and traffic accident investigation section, and the detective section, as well as internal investigations, technical services, and support services and may be assigned patrol work. Employees of this class produce required reports and provide for the care and maintenance of assigned equipment, in addition to performing public relations duties. Police Lieutenants have the authority to work independently in most areas. They report to and have work reviewed by the Police Major in charge of the division or Captain in their chain of command. 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.

Manages the operation of a police department section or service. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies or procedures are needed. Investigates or directs complaints against assigned department personnel and may formulate a recommendation for reply to the complaint when directed by the Police Chief.

Interprets departmental policies, rules, and regulations; plans and supervises the recruitment, selection, training, and assignment of volunteer officers.

Compiles and analyzes data needed, and writes reports required to document the activity of the assigned section.

Answers questions for the public about the operation of the police department or any related areas of law enforcement operations.

Supervises assigned department subordinates. Holds meeting for the purpose of receiving reports and disseminating information. Conducts roll call and inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Provides assistance in technical areas of work. Evaluates the work performance of subordinates and writes employee evaluation reports. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline among assigned employees.

Supervises the use and maintenance of assigned department vehicles, equipment, and property.

Manages assigned law enforcement activities of the department, including traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles. Makes case or duty assignments; confers with subordinate supervisors to resolve operational and workload problems and prepares personnel assignment rosters.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 employee in good standing in the rank of Police Sergeant.

Must, if employed after October 18, 1989, show evidence of successful completion of twenty-seven (27) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Lieutenant.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Lieutenant LY

Original Adoption: 11-28-49

Revision Dates: 09-21-67, 04-01-70, 11-15-84, 08-25-88, 05-31-89, 10-18-89, 10-22-91,
06-02-94, 03-30-95, 07-09-02, 11-09-04

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are the management of a patrol shift or, when assigned, the management of the narcotics investigation section or other specialized sections. Police Captains oversee all operations of the assigned shift or section and supervise subordinate personnel assigned to that shift or section. Work involves responsibility for the preparation and maintenance of all required records and reports and for supervision of all assigned department equipment and property, in addition to the performance of public relations duties. Employees of this class have the authority to work independently in most areas, receiving direction from and having work reviewed by the Police Major in charge of the division. This class ranks directly below that of Police Major.

EXAMPLES OF WORK

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

Manages the operation of a patrol shift or the operation of the narcotics section, or other special sections. Recommends management policies, goals, and objectives for that shift or section, and assists in deciding on organization of the shift or section, including deployment of personnel. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies or procedures are needed.

Investigates complaints against department personnel and may formulate a recommendation for reply to the complaint when directed by the Police Chief. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. May interview prospective employees and makes recommendations for hiring.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Prepares payroll records. Compiles and analyzes data needed, and writes reports required to document the activity of the assigned shift or section.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers questions for the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises assigned department subordinates. Holds meeting for the purpose of receiving reports and disseminating information. Conducts roll call and inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules and approves leave. Provides assistance in technical areas of work. Evaluates the work performance of subordinates and writes employee evaluation reports. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline among assigned employees.

Supervises the use and maintenance of assigned department vehicles, equipment, and property. Checks all equipment on a regular basis to insure that this is in correct operating condition. Recommends the purchase of equipment and supplies.

Oversees the law enforcement activities performed by subordinates on the assigned shift, including responding to complaints, protection of a crime scene and collection of evidence, conducting searches, and making arrests. Oversees narcotics investigations.

Responds to and takes command of major operations or emergencies, and assists in the coordination of divisional activities with other city departments and law enforcement agencies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 employee in good standing in the rank of Police Lieutenant.

Must, if employed after October 18, 1989, show evidence of successful completion of thirty-nine (39) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Police Captain.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to

perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Captain LY

Original Adoption: 01-31-46

Revision Dates: 01-01-55, 07-23-56, 09-10-61, 09-21-67, 04-01-70, 12-04-80, 09-06-84,
08-25-88, 05-31-89, 10-18-89, 10-22-91, 03-30-95, 07-09-02, 11-09-04

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is the management of one of the three major divisions of the police department, including the patrol division, the criminal investigation division, or the services division. An incumbent of this class manages all operations and subordinate personnel assigned to a division. In addition to these functions, the Police Major assists in the preparation of the departmental operating budget, oversees the use and maintenance of departmental equipment and property, and assists in overseeing departmental training. Employees of this class work independently in the performance of assigned duties with work reviewed by and special assignments received directly from the Deputy Chief of Police. This class ranks directly below that of Deputy Chief of Police.

EXAMPLES OF WORK

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

Manages one of the three major divisions of the police department. Recommends management policies, goals, and objectives for the division, and assists in determining how to organize the division, including deployment of personnel. Assists in the research and planning for programs and activities of the division. Conducts inspections of the activities of the division, evaluates the effectiveness of services, and takes action to correct problem areas. Studies new laws, regulations, ordinances, and court rulings to determine if changes in departmental policy or procedures are needed.

Investigates or directs complaints against department personnel and may formulate recommendations for reply or action to be taken when directed by the Police Chief. Investigates all accidents involving department equipment and personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. May interview prospective employees and makes recommendations on hiring.

Reviews incoming communications and either handles matters personally or assigns them to the appropriate subordinate for reply. Writes letters in answer to oral or written requests addressed

to the police department or as required to handle needs of the police service. Answers questions from the public about the operation of the police department or related areas of law enforcement operations.

Gathers information for and assists in the preparation of the divisional operating budget. Supervises the field management of money used by investigative staff.

Supervises subordinate department personnel in the assigned division. Holds meetings to receive reports and disseminate information. Inspects appearance of subordinates to insure compliance with departmental standards for safety and propriety. Assigns work or duty areas. Reviews reports written by subordinates and evaluates their work performance. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances. Maintains discipline among assigned employees.

Assists in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for on-the-job training for department members.

Oversees the general care and maintenance of department equipment, vehicles, and property. Checks equipment on a regular basis to insure that this is in correct operating condition. Locates repair services and arranges for repairs. Inspects equipment or property following repairs to see that these were properly accomplished.

Meets with sales representatives to review products and makes recommendations on purchasing. May assist in preparation of specifications on new department equipment.

Assists superior officers in overseeing all law enforcement operations of the department, including patrol functions, traffic control and traffic accident investigation, criminal investigations, special tactical operations, and handling of juveniles.

May respond to and take command of major operations or emergencies involving divisional operations; coordinates divisional activities with those of other police department units, with other city departments, and with other law enforcement agencies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 employee in good standing in the rank of Police Captain.

Must, if employed after October 18, 1989, show evidence of successful completion of sixty-nine (69) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Police Major.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Major LY

Original Adoption: 09-06-84

Revision Dates: 08-25-88, 05-31-89, 10-18-89, 10-22-91, 06-02-94, 03-30-95, 07-09-02,
11-09-04, 04-12-17

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position; the primary responsibility of which is assisting the Police Chief in managing all law enforcement and support activities of the department. An employee of this class may be required to perform the duties of the Police Chief in the Chief's absence. Incumbents of this class assist the Police Chief in the planning, development and organization of all departmental operations. The Deputy Chief of Police oversees the selection and recruitment program, the preparation of the operating budget and ensures discipline is maintained within the police department. Employees of this class perform assigned duties with a high degree of independence, reporting directly 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.

Oversees the operation of all divisions within the police department. Performs the duties of the Police Chief in the Chief's absence. Assists the Police Chief in planning, directing, and supervising department operations. Recommends, develops and sets management policies, goals, and objectives; oversees and participates in the research and planning of activities and programs for the police department. Keeps informed on modern methods of police department work and any local conditions which may affect the response of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of the department to determine if changes in policies or procedures are needed. Works with the Police Chief to review and research the implications of new or proposed legislation affecting the police service and to formulate position statements on behalf of the department. Testifies before legislative committees regarding the possible effects of proposed legislation. Acts as a consultant for smaller law enforcement agencies in surrounding areas, providing them with technical expertise and cooperation in law enforcement efforts when required. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance as needed.

Oversees and participates in the development of personnel recruitment and selection programs. Ensures that all department personnel policies conform to EEO standards. Provides for the review and verification of information contained on employment applications. Works with the police chief to determine how the department should be organized with respect to officer

deployment and the distribution of operating units. Supervises planning and organizational operations related to personnel, equipment and apparatus.

Manages all department divisions and the subordinate supervisors responsible for law enforcement and support functions of the department, including patrol, traffic control, criminal investigations, training, information services, communications, personnel and records reporting. Sets long term goals for subordinates by identifying what must be done, and establishing a timetable for completion. Works with subordinate supervisors to monitor the work pace and progress of assigned jobs, in order to determine if additional time, training or changes in method are needed. Oversees the assignment of work or duty areas and approves leave requests as needed. Holds meetings with subordinate supervisors in order to receive reports, delegate authority, set task priorities, discuss work performance and disseminate information.

Oversees a comprehensive training program for employees of the police department. Reviews and approves proposed training curricula. Manages the development of and makes recommendations for improvements to the training program. Assists in locating and providing for outside instruction to meet any training needs not available within the departmental program. Oversees and conducts inspections of various divisions in order to observe and evaluate departmental operations. Ensures problems are corrected or conditions improved following such inspections. Oversees and participates in employee performance evaluations; writes performance evaluation reports. Promotes peace and harmony within the department by ensuring that discipline is maintained. Oversees the resolution of employee complaints or grievances and provides for counseling of employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and carrying out disciplinary action as directed by the appointing authority.

Oversees the preparation of the departmental operating budget, working with subordinates to gather and organize data until the budget is complete. Reviews divisional operating budgets prior to approval. Authorizes the expenditure of funds allocated for police department operation, making sure such expenditures are in accordance with the established budget. Reviews and signs purchase requisitions, vouchers for payment or related financial documents and ensures payment is made in accordance with departmental policy.

Oversees decisions concerning what information should be included in the records of police department divisions and how this information should be kept. Reads and interprets graphs, charts, manuals and reports; writes reports required to document department activity. Reviews narrative or other reports written by subordinates, as needed. Writes letters in reply to inquiries addressed to the police department or as required to handle the needs of assigned divisions. Personally writes reports or memoranda. Prepares payroll records as required. Assists in developing and conducting polls, surveys or other information gathering devices used in the public relations program. Works with the Police Chief to organize and analyze survey data; uses survey data to recommend policy statements or policy changes, as needed.

Promotes a positive image of the work of the department in the daily performance of duties through interactions with the public and other police employees. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. Oversees and participates in the release of information to the news media. Answers questions from the public concerning the work of the department at scheduled events; gives speeches, demonstrations or distributes literature to schools, civic groups or business owners and oversees subordinate employees performing similar duties. Coordinates special public service projects such as community relations programs to enhance the public image of the police department. Works with other public service agencies on projects of mutual concern. Participates in conferences, conventions and other educational meetings to keep informed on current law enforcement developments and administrative practices.

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

Must possess a valid driver's license.

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

Shall have not less than eight (8) years of full-time law enforcement experience.

Shall at least have been confirmed as a regular and permanent employee in the class of Police Sergeant with the Lafayette Police Department.

Must, if employed after October 18, 1989, show evidence of successful completion of sixty-nine (69) hours of bonafide college level courses required by an accredited curriculum in order to be confirmed in this class.

Deputy Chief of Police LY Original Adoption: 04-12-17 Revision Dates: 06-13-18
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POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is highly responsible administrative and technical work as commanding officer of municipal police services. Work involves responsibility for the effective and efficient operation of the Police Department and for planning, organizing, evaluating, and directing its activities; assuring that law and order are maintained, that laws and ordinances are enforced; and that measures are implemented to prevent crimes and to protect lives and property. Work involves consulting with public safety and other officials in determining overall plans and policies to be followed in planning and conducting police operations. Supervision is exercised over all personnel of the department. Work is performed with wide latitude in developing, interpreting, and applying departmental policies and procedures. Work is performed under the administrative direction of the Mayor or, if he delegates, the city's Chief Administrative Officer.

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.

Plans, organizes, and directs the programs and activities of the Police Department; and evaluates police service needs of the community.

Supervises directly, or through subordinates, a large staff of law enforcement and clerical employees.

Consults with top officials of the city and with representatives of other police agencies in developing overall policies and procedures to govern the activities of the department.

Assumes direct command of forces in emergency situations or in major law enforcement operations.

Directs and participates in the preparation of the annual operating budget and of capital requests and in the control and expenditure of appropriation.

Cooperates with parish, state, and federal officials in the conduct of programs of mutual interest and concern.

Attends and participates in public functions for the purpose of crime prevention, law enforcement, and establishing sound public relations; oversees the investigation of and responds to major citizen requests and complaints.

Performs any related duties assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of modern principles, practices, and methods of police administration, organization, and operations.

Thorough knowledge of the current literature and of trends and developments in the field of police science and administration.

Thorough knowledge of standards by which needs for and the quality of police service may be soundly evaluated.

Thorough knowledge of the organization and functions of other governmental units concerned with police services.

Thorough knowledge of state and federal laws, local ordinances, and judicial holdings relevant to police work.

Ability to plan, organize, supervise, and evaluate the work of subordinate personnel.

Ability to organize and coordinate the activities of a large, complex organization, to develop proper training and instructional procedures, and to maintain a high level of discipline and morale.

Ability to evaluate community needs for police services and to develop plans for meeting such needs.

Ability to establish and maintain effective work relationships with employees, officials, and the public.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 have attained at least a Bachelor's degree or in lieu of a Bachelor's Degree, applicant must have been employed with the Lafayette Police Department as a commissioned officer prior to October 18, 1979 and still employed as such, with no discontinuation of employment.

Must have ten (10) years of law enforcement work with a law enforcement agency or police department that is similar or larger in size than the Lafayette Police Department.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Chief LY
Original Adoption: 01-31-46
Revision Dates: 11-01-55, 07-10-61, 01-05-66, 04-01-70, 08-25-88, 05-31-89, 10-18-89, 06-02-94, 03-30-95, 07-13-04, 11-09-04, 06-13-18

POLICE COMMUNICATIONS OFFICER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry level communications work in monitoring and operating the police radio system and related emergency communication equipment. Employees of this class have the responsibility of maintaining the location of officers on patrol or at the scene of offenses, dispatching and assigning priorities to calls for service in accordance with established policies and procedures, and providing information to duty officers. Employees of this class maintain records of administrative and service calls, operate computer terminals in obtaining information regarding offenders and vehicles as requested by officers, and prepare records and reports of service calls and complaints. Following initial training, these employees are expected to work with some independence in most aspects of their work, although a higher ranking officer or supervisor is available to provide guidance or instruction in unusual situations.

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.

Monitors police radio traffic and calls for emergency services; keeps track of the location of officers on duty; receives reports of complaints and requests for service; applies established priorities and procedures in dispatching officers to calls for service; assigns backup units; notifies supervisory and special unit personnel of calls for service in accordance with established procedures; and arranges for satisfaction of calls for additional assistance. Maintains records of service and complaint calls, classifying calls for service according to established codes; operates computer terminal in requesting or reporting information regarding offenders and vehicles and in entering data; and communicates by teletype with other law enforcement agencies.

Monitors direct lines, bank and other alarm signal boards; maintains files to facilitate speedy responses by assigned officers; and assists complaint clerks in receiving incoming complaint and service request calls.

Performs any related duties as assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the street system and geography of the city and adjacent areas.

Some knowledge of the principles involved in the operation of radio, telephone, and related emergency communication equipment.

Skill in the operation of communications equipment and alpha-numeric computer terminals.

Ability to operate radio and telephone equipment quickly and accurately under heavy load conditions.

Ability to speak clearly and concisely in a well-modulated voice and to use good diction.

Ability to think and act quickly, calmly, and with accuracy in emergency situations.

Ability to maintain required records and reports.

Ability to establish and maintain effective work relationships with the public and with other employees.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 present High School/ Vocational/ Technical or College certificates verifying satisfactory completion of at least two (2) computer / word processing classes.

Must have had no felony convictions.

Must present a certificate verifying the ability to type 30 words per minute (net).

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to

perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Communications Officer LY

Original Adoption: 09-27-77

Revision Dates: 11-15-84, 08-25-88, 05-31-89, 07-10-90, 06-02-94, 03-30-95, 05-13-03,
11-09-04, 06-11-14, 06-13-18

POLICE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

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

Participates and assists lower level employees in monitoring police radio traffic and calls for emergency services; keeping track of the location of officers on duty; receiving reports of complaints and requests for service; applying established priorities and procedures in dispatching officers to calls for service; assigning backup units; notifying supervisory and special unit personnel of calls for service in accordance with established procedures; and arranging for satisfaction of calls for additional assistance.

Maintains records of service and complaint calls, classifying calls for service according to established codes; operates computer terminal in requesting or reporting information regarding offenders and vehicles and in entering data; communicates by teletype with other law enforcement agencies, and documents work related complaints for review and consideration by supervisor.

Monitors direct lines, bank and other alarm signal boards; maintains files to facilitate speedy responses by assigned officers; and assists lower level employees in receiving incoming complaint and service request calls.

Provides intensive training to new employees and thereafter on an ongoing basis to insure a competent and efficient work force.

Provides information to supervisor relative to work performance and behavior of lower level employees for use in preparation of employee performance evaluations.

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.

Notifies repair crew and supervisor of any malfunctioning equipment; monitors the general care and use of assigned equipment; inspects equipment on a regular basis to assure that it is in proper operating condition.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checks records from previous shift, prepares shift reports and assembles necessary supplies and equipment.

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.

Performs related duties as assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the street system and geography of the city and adjacent areas.

Thorough knowledge of the principles involved in the operation of radio, telephone, and related emergency communication equipment.

Skill in the operation of communications equipment and alpha-numeric computer terminals.

Ability to operate radio and telephone equipment quickly and accurately under heavy load conditions.

Ability to speak clearly and concisely in a well-modulated voice and to use good diction.

Ability to think and act quickly, calmly, and with accuracy in emergency situations.

Ability to maintain required records and reports.

Ability to establish and maintain effective work relationships with the public and with other employees.

Ability to lead and train lower level employees in the proper operation of all police communications equipment and procedures.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

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 Communications Officer I with at least three years service from date of probational appointment in that class.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Police Communications Officer II LY Original Adoption: 07-10-90 Revision Dates: 06-02-94, 03-30-95, 11-09-04
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POLICE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible supervisory and administrative work involved in directing and overseeing the operation of a police department communications section. The incumbent is responsible for preparing and conducting a continuing employee education program concerning the operation and maintenance of the communication equipment including proper radio procedures and dispatcher responsibilities. General supervision is exercised over employees engaged in performing the specific duties. Work is performed with relative independence under the general direction of a supervising officer of sworn rank of Lieutenant 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.

Supervises, organizes, and monitors the work of a comparatively large staff of workers in providing police communication services.

Prepares training guidelines, provides training and monitors progress of trainees; maintains training records; recommends special training as needed.

Evaluates the work performance of subordinates; provides counselling; handles grievances and approves leaves of absence under general direction of a superior; schedules and monitors absences for the best efficiency of the section.

Occasionally participates in the work of subordinates when necessitated by special circumstances or short absences.

Explains, applies, and enforces policy and procedures regarding the confidentiality of police information and records.

Prepares routine records and reports as required for the operation and evaluation of the communication system.

Monitors system equipment on a regular basis and establishes a preventive maintenance program to insure maximum reliability; analyzes needs, evaluates new technology, and recommends system improvements to maintain efficiency.

Performs any related duties assigned.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the principles involved in the operation of radio, telephone, and related emergency communication equipment.

Thorough knowledge of the street system, police zones, and geography of the city and adjacent areas.

Ability to prepare and maintain required records and reports.

Ability to establish and maintain effective work relationships with the public and with other employees.

Ability to provide supervision and training to assigned subordinates.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must be a regular and permanent employee in good standing in the class of Communications Officer II with at least three years service from date of probational appointment in that class.

Must, if employed after July 10, 1990, show evidence of successful completion of fifteen (15) hours of college level courses including at least six (6) hours of computer science courses.

Police Communications Supervisor LY
Original Adoption: 07-10-90
Revision Dates: 06-02-94, 03-30-95, 11-09-04

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible secretarial, clerical, and limited administrative assistance work as secretary to the Office of the Chief of Police. Work involves frequent contacts with the public in receiving, responding to, routing, or making appointments for callers by phone and in person, as well as wide and responsible departmental and interdepartmental contacts in securing information or relaying information or instructions. Work extends to taking and transcribing shorthand and machine dictation, and to the composition of letters, reports, and other materials.

EXAMPLES OF WORK

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

Acts as office assistant to the Chief of Police; composes correspondence and other materials; relieves superiors of clerical and administrative details, and relays orders and instructions to other personnel.

Takes and transcribes dictation, and types or composes letters, memoranda, and other materials.

Answers telephone in departmental executive office; provides information to callers in accordance with policy, and, as appropriate, refers callers to superiors or to other personnel of the department.

Acts as office receptionist, determines occasion for visits, refers visitors to appropriate office or division, and makes appointments for superiors.

Reads reports and summarizes information for review, prepares reports, and assembles and arranges information for review by the Chief.

Takes and prepares minutes of staff and other meetings and prepares and routes communications based upon decisions taken at such meetings.

Performs any related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of business English, spelling, arithmetic, and correct grammatical usage.

Thorough knowledge of secretarial practices and procedures.

Considerable knowledge of modern office practices, procedures, systems, and equipment.

Considerable knowledge of departmental organization and operating procedures and of the general organization and administrative procedures of the municipal government.

Skill in the operation of a typewriter and other common office machines.

Skill in taking and transcribing oral dictation.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain administrative, fiscal, and operating records and to prepare reports therefrom.

Ability to compose correspondence and routine reports and to carry out office management details without supervision.

Ability to maintain effective work relationships with other employees and with the public, and to deal with public relations problems courteously and tactfully.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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 have had at least three (3) years of experience in responsible secretarial work, preferably in a situation affording familiarity with law enforcement and/or legal proceedings.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Secretary to the Police Chief LY

Original Adoption: 04-29-69

Revision Dates: 04-01-70, 08-25-88, 05-31-89, 10-18-89, 01-25-90, 06-02-94, 03-30-95,
11-09-94, 06-11-14, 06-13-18

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing police records in a central records division of the police department, or other section, as assigned. Departmental Records Clerks receive, sort, code, prepare, organize, and distribute records, reports, correspondence, or other information for use by department personnel. Employees of this class input data which is electronically stored on computer storage media, or recording tape, for proper filing in accordance with established procedures. Departmental Records Clerks perform the duties of the positions under general supervision, having work assigned and reviewed by the Supervisor of Departmental Records, or as assigned under the supervision of a ranking police officer.

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.

Processes or files records according to departmental procedures. Enters routine information in department records and fills out all forms or records required or assigned. Extracts information or summarizes contents of files for use by department personnel.

Processes incoming and outgoing mail for the department, and interdepartmental correspondence. Receives and reviews department records and reports, correspondence, drawings, and other materials; determines subject matter; and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt. Assigns cross-indexing numbers to files if subject matter is to be classified under more than one heading. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction.

Files correspondence, cards, forms, records, or reports in accordance with departmental procedures. Keeps records on the location of materials removed from files. Traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules, or legal requirements. Processes departmental records utilizing other office equipment including typewriter, copying machine, facsimile machine, calculator, or adding machine.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media or recording tape. Retrieves information or documents from the files and computer database.

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 reasonable 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 present a certificate verifying the ability to type 45 words per minute (net).

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing application.

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

Departmental Records Clerk LY

Original Adoption: 10-09-96

Revision Dates: 11-09-04, 06-11-14, 06-13-18

DEPARTMENTAL RECORDS CLERK II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duties of which are assisting the Supervisor of Departmental Records in the management of the departmental records section. The employee of this class is responsible for supervising the operations of one shift of the records processing division and takes charge of the division in the absence of the Supervisor of Departmental Records. The incumbent in this position assigns work to assigned subordinates, trains new employees of the division, and assists in the evaluation of the work performance of all Departmental Records Clerks. The Departmental Records Clerk II performs routine duties with general supervision, and reports to and has work reviewed by the Supervisor of Departmental Records.

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 one shift in the departmental records section. Assists in the supervision of all personnel and equipment of the records section as assigned. Participates in the interview process for records section applicants and makes recommendations for hiring to the Supervisor of Departmental Records. Provides informal or on-the-job training for new employees, and assistance to other subordinate employees in technical areas of work, as required. Evaluates work performance of new employees and shift subordinates, and provides input to the Supervisor of Departmental Records on other section employees as needed.

Coordinates the work of shift employees with work of other section employees. Holds meetings with subordinates for the purpose of receiving reports and disseminating information, assigns work, and approves leave of assigned subordinates. Recommends, to Supervisor of Departmental Records, changes in work assignments to improve section operations. Resolves employee complaints and grievances concerning other subordinates, and counsels employees who are experiencing work problems.

Assists in the preparation of the operating budget for the records section, gathering information for use in developing the budget. Provides input on needed divisional supplies and equipment.

Assists in preparing specifications for new equipment, and makes recommendations for the purpose of equipment to be used by clerical personnel.

Prepares and maintains payroll records and attendance log of assigned shift employees. Assists in the supervision of the processing of departmental records and reports, conducting random checks for completeness, accuracy, and conformity to established procedures. Assists in setting up filing systems, periodically inspects systems and facilities for maintaining records and reports, and recommends revising systems when necessary. Disposes of obsolete files and records as directed in accordance with departmental procedures.

Prepares, types, and updates section procedures manual for section employees. Assists in supervising the typing of letters, forms, memos, statements, formal reports, transcriptions, or any other documents assigned. Proofreads material typed by shift employees and corrects errors. Replies to any routine correspondence or requests as assigned by following departmental procedures or by receiving oral or written directions from the Supervisor of Departmental Records. Composes business letters for the records section as assigned.

Operates a computer terminal in order to enter or retrieve information from files. Uses computer scanning equipment to enter records or documents into computer database. Locates and retrieves information or documents from files, and locates missing files.

Keeps records on the location of material removed from files, including to whom materials were distributed. Controls access to security files involving departmental personnel in the absence of the Supervisor of Departmental Records.

Answers questions and handles any routine requests or complaints of the public about the assigned section by telephone, writing letters, or by personal contact. Supervises the opening of incoming mail received, and sees that it is sorted and distributed to the proper person, section, or office.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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 a regular and permanent employee in good standing in the class of Departmental Records Clerk with the Lafayette Police Department with at least three (3) years of full time service from the date of probational appointment in that class.

Must present a certificate verifying the ability to type a minimum of 45 words per minute, and the ability to transcribe a minimum of 28 words per minute.

Departmental Records Clerk II LY

Original Adoption: 04-16-96

Revision Dates: 10-09-96, 11-09-04, 06-11-14, 06-13-18

SUPERVISOR OF DEPARTMENTAL RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible section management and supervisory position, the primary duties of which are supervising the work of Departmental Record Clerks in processing departmental records and reports of activities. The incumbent in this position is responsible for managing the operations of the records processing division, directing and assigning work to subordinates, and evaluating the work performance of all Departmental Record Clerks. The Supervisor of Departmental Records performs routine duties independently, and reports to and has work reviewed by a Police Lieutenant who is assigned to the departmental records division.

EXAMPLES OF WORK

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

Plans, organizes and directs the activities of the records section of the police department with respect to equipment and personnel. Recommends management policies, goals, and objectives for the records division. Develops and makes recommendations for new functions when needed. Prepares and submits an operating budget for the records section. Compiles information for use in developing the department budget. Recommends the purchase of equipment and supplies, and writes specifications for new equipment to be used by clerical personnel.

Interviews prospective records section employees and makes recommendations for hiring to the Appointing Authority. Directs and supervises the work of subordinates assigned to the records section. Holds meetings with subordinates for the purpose of receiving reports and disseminating information, assigns work, and approves leave. Evaluates work performance of subordinates and discusses evaluation with them. Writes employee evaluation reports. Provides for the training of new employees, and provides technical assistance to all employees when needed. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Conducts corrective interviews and recommends disciplinary action to the appointing authority.

Supervises the processing of departmental records and reports, and checks them for completeness, accuracy, and conformity to established procedures. Sets up filing systems, inspects systems and facilities for maintaining records and reports, and revises such systems

when necessary. Supervises locating and retrieval of information or documents from files, and locating of missing files.

Keeps records on the location of material removed from file, and to whom materials were disbursed. Controls access to security files involving departmental personnel. Provides for the disposal of obsolete files and records in accordance with departmental procedures.

Supervises the typing of letters, forms, memos, statements, formal reports, or any other documents assigned to the records section. Proofreads typed material and corrects errors. Supervises transcriptions from voice machine, dictaphone, and transcriber.

Supervises the opening of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Replies to any routine correspondence or requests by following departmental procedures or from oral or written directions from supervisor. Answers inquiries about the operation of the division, or any related areas of law enforcement. Composes business letters for the records section.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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 a regular and permanent employee in good standing in the class of Departmental Records Clerk II or Departmental Records Clerk with the Lafayette City Police Department with at least five (5) years of service from the date of probational appointment in that class.

Must present a certificate verifying the ability to type 45 words per minute and transcribe 28 words per minute.

Supervisor of Departmental Records LY

Original Adoption: 04-16-96

Revision Dates: 10-09-96, 11-09-04, 06-11-14, 06-13-18

DIFFERENTIAL RESPONSE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible, non-commissioned positions, the primary duties of which include receiving referrals on non-urgent complaints and reports of criminal activities, and gathering essential information in order to increase the effectiveness of law enforcement personnel. Employees of this class conduct interviews with victims, witnesses, and informants, record information, and prepare accurate reports for follow-up by law enforcement personnel. Differential Response Officers are responsible for entering crime reports and maintaining such reports in the department's database. Employees of this class are non-supervisory, and perform their duties under the general supervision of a 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.

Conducts interviews with victims, witnesses, informants, and suspects of a crime in order to compile information needed for police reports. Receives non-urgent complaints and compiles reports over the telephone, by email, by facsimile, or from the public including face-to-face interviews. Obtains information, such as name, address, nature of call, social security number, and any other information required by departmental procedures. Completes reports on adult missing persons, stolen vehicles, stolen credit cards, and other stolen items and enters information into NCIC and ADSI, updating the reports as needed. Uses NCIC to exchange pertinent information with other law enforcement personnel or agencies relating to wanted persons, criminal histories, and stolen or missing property.

Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Completes all forms or records according to department procedures. Uses Internet to perform web searches to obtain additional information needed for reports. Enters all complaints, reports, and related information into computer database, using appropriate codes and signals and assigning case numbers as needed. Types memoranda or emails on reported crimes and forwards to officer or detective assigned to handle each incident.

Receives division mail and correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Composes and types letters or any other documents assigned in response to written or oral requests or as required to handle problems or other needs of the division.

Assists in maintaining a library or archives of materials for future use or reference by department personnel, including incident codes. Maintains CAD reports according to the department's records retention schedule. Researches laws, regulations, and court rulings as needed.

Collects and books items into evidence according to departmental policy and procedure. Completes necessary documentation on evidence including logging evidence into crime reports. Photographs evidence and takes fingerprints. May be subpoenaed to testify in court as necessary.

Compiles monthly statistics for the division including information on the number of calls taken, the number of reports completed, the number of fingerprints taken and other statistics.

Maintains a positive image of the department through contact with the public. Maintains professional and effective police community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Answers questions and handles routine requests by visitors to the office.

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

Differential Response Officer LY

Original Adoption: 06-09-09

Revision Dates: 06-11-14, 06-13-18

POLICE ALARM ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the primary duties of which involve the administration of the alarm enforcement program of the police department. The Police Alarm Administrator serves as the department liaison with the Alarm Review Board, and security monitoring providers, and provides assistance and training, as needed, to alarm users for the purpose of reducing false alarms. The employee of this class testifies on behalf of the police department before the Alarm Review Board and the courts, as necessary, where alarm users have been charged with violations of the alarm ordinance. The Police Alarm Administrator works with limited supervision, reporting to and having work reviewed by a superior officer 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.

Maintains contact with alarm users, alarm companies, and monitoring centers. Assures that alarm users are provided necessary information as it relates to their responsibilities under the alarm ordinance. Conducts on-site inspections where false alarms are frequent. Provides training and education for alarm users, and assists alarm users with questions about alarm enforcement. Serves as mediator between alarm users and alarm companies to resolve issues of excessive false alarm dispatches. Trains department personnel with regard to the provisions of the alarm ordinance and the department's alarm enforcement policies.

Serves as liaison between the police department and the alarm review board. Makes recommendations relating to alarm systems and the alarm ordinance. Develops and presents statistical data to the police department and the alarm review board for the purpose of reducing false alarms. Coordinates quarterly meetings of the alarm review board. Testifies on behalf of the police department before the board, and provides court testimony, as necessary.

Compiles data and prepares monthly, annual and special reports. Maintains alarm dispatch records, and records of excessive false alarms. Prepares correspondence related to alarm enforcement. Reviews daily alarm calls.

Supervises employees assigned to the Alarm Enforcement Division, and provides oversight for processing new alarm permits, renewals and revocations of permits.

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 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.

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

Applicant must possess any combination of training, education, and experience equivalent to at least 3 years experience in a responsible clerical or paraprofessional capacity, including public contact.

Police Alarm Administrator LY
Original Adoption: 11-08-11
Revision Dates: 06-11-14, 06-13-18

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include maintaining, ordering, and tracking all supplies. The Police Supply Officer also maintains police department vehicles, assisting the transportation department by tracking vehicles for replacement or reassignment to employees. The employee of this class maintains records and reports of departmental supplies, tracks distribution of supplies to employees, and makes requisitions for any needed materials. The Police Supply Officer works with limited supervision, reports to and has work reviewed by the Police Sergeant assigned to the division.

EXAMPLES OF WORK

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

Maintains the department inventory of supplies and equipment, keeping a holding area for damaged or defective materials in need of returning. Maintains and replenishes stocks of department property such as printed materials, uniform items, and weapons. Provides for the maintenance of stock items such as batteries, flares, shot guns, shot gun shells, mace, and other supply items. Counts items according to department procedure to keep an accurate inventory and keeps accurate records on all department employees for apparel orders. Organizes and stores department property in an orderly fashion and maintains a stock rotation system. Records the issuance of supplies, materials, and/or equipment to employees.

Provides for the general care and maintenance of department equipment and vehicles, as well as assists the transportation department in vehicle maintenance. Gets estimates on repair costs, determines which repair services should be used, and arranges for repairs for equipment and property. Transports, delivers, and picks up equipment and supplies in department vehicles. Inspects property after repairs to ensure that repairs were properly completed and evaluates the condition of property that has been returned as defective. Checks all equipment on a regular basis to assure that equipment is in correct operating order.

Reviews supply catalogues, approves requests for supplies, and advises on suitable procedures for obtaining supplies. Prepares purchase requisitions and orders supplies and equipment. Purchases equipment and supplies, keeping within the established budget. Picks up ordered supplies from vendors and checks vendor's invoices to see if items, quantities, and prices are as ordered. Receives shipped property and equipment and distributes to appropriate personnel. Makes recommendations on major departmental purchases.

Recommends management policies and goals for the division. Researches the best methods of handling specific tasks and delegates those tasks appropriately. Supervises subordinates by inspecting appearance of equipment or personnel, and assigning work duties. Motivates employees by evaluating their job needs. Answers questions for the public about the operation of the police department.

Personally completes, retrieves, and files all forms and records required. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Records pertinent information related to daily work on log sheets, providing for the maintenance of accurate department records. Reads graphs, charts, manuals, or reports. Assists in the preparation of the departmental operating budget, reviewing and gathering pertinent information.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Police Supply Officer LY
Original Adoption: 08-12-15
Revision Dates: 06-13-18

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the police department. The employee of this class assists in preparing the police department's budget, oversees the purchasing process, and prepares related records and reports. Employees of this class report to and perform their duties under the general supervision of a superior officer 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.

Manages the accounting for the money and assets of the police department. Ensures that appropriate information is gathered for use in compiling budgets. Oversees the budget preparation process, and ensures that monthly budget projections are submitted to the budget office. Submits monthly budget projections to the Police Chief. Uses appropriate cost rates for proposed budget and reviews budget justification to ensure it relates to budgeted dollars. Confirms that anticipated promotions and other increases are calculated into the cost of the budget. Reconciles budget and reports balance to the budget office and to the Police Chief. Prepares and writes budget reports, as well as correspondence related to budgetary needs. Compiles fiscal data for the preparation of management reports, budget detail, and cost analysis. Identifies budget issues and resolves problems. Oversees the development and management of budget monitoring systems. Serves as liaison between the budget office and department, and provides instruction and answers questions related to budget procedures.

Oversees funding recommendations for the department and ensures that available funds are accurately reported to the Police Chief. Assists in the preparation of financial reports. Ensures that data related to past financial performance is accurately analyzed. Verifies the accuracy of billing documents, accounting records, and computer outputs against original sources. Maintains ledgers, subledgers, and reconciliation. Processes a variety of accounting and control records, and files bills, invoices, authorizations for payment, and other financial papers. Ensures that appropriate signatures are obtained on authorization for payment and other financial documents.

Purchases equipment and supplies for the police department, keeping such purchases within the established budget. Prepares requisitions, and orders and distributes supplies. Checks invoices and receipts against purchase orders. Contacts vendors and other agencies to reconcile differences in accounts, and ensures vendors receive accurate payments. Maintains a file of vendors and prices, and all contracts and contract agreements. Approves all expenditures, and authorizes expenditure of funds. Monitors the receipt of services, equipment and supplies for quantity, quality and adherence to contracts and specifications. Makes recommendations for major purchases by the department.

Monitors the department's electronic data processing activities related to accounting and financial record keeping. Enters and retrieves data from an automated record system. Completes data entry into financial management software. Completes accounting and financial statements, payrolls, and similar documents using a computer, typewriter, or word processor. Compiles and organizes data needed for reports, and prepares routine correspondence in accordance with departmental policy and procedure. Processes third party correspondence concerning delinquent payments. Files correspondence, cards, records, and reports in hard copy files and in a computer database.

Trains new employees in budget-related policies and procedures. Trains new employees in financial management and purchasing responsibilities. Holds meetings with department personnel for the purpose of receiving reports and disseminating information, and attends meetings as required by the Police Chief. Answers phone inquiries about the operating budget of the department or any other related areas of financial management. Develops new accounting policies and procedures, and submits recommendations to the Police Chief.

QUALIFICATION REQUIREMENTS

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

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

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

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

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

Must possess a valid driver's license.

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

Must possess a minimum of three (3) years experience in which primary responsibilities included accounting, bookkeeping, finance management, budget forecasting and management.

Budget and Accounting Administrator LY
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Original Adoption: 08-12-15

Revision Dates: 06-13-18
