

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF ABBEVILLE ---- PARISH OF VERMILION**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF ABBEVILLE – PARISH OF VERMILION

#### FIRE SERVICE

##### LINE CLASSES

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FIRE CHIEF \*

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##### LINE CLASSES

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##### LINE SUPPORT CLASSES

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SECRETARY TO THE POLICE CHIEF \*

\*Competitive class

\*\* Promotional class

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Original Adoption: 08-06-65

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12-29-76, 10-28-81, 09-18-85, 10-27-86, 12-17-90, 01-23-97, 05-10-99,  
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# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

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

The class of Firefighter comprises entrance level positions in the fire fighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by Captains and this class ranks directly below that of Firefighter First Class.

### **EXAMPLES OF WORK**

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

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

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

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital. Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties. Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing

fire laws, ordinances, and regulations, and related duties.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

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

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

After offer of 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 driver's license.

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

Firefighter AB	
Original Adoption:	08-06-65
Revision Dates:	03-06-75, 05-02-77, 10-28-81, 09-25-88, 11-30-94, 01-12-00, 05-07-07, 04-21-11, 04-17-14

# FIREFIGHTER FIRST CLASS

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Extinguish and prevent spread of fire; rescue persons from burning buildings, routine maintenance and custodial work on equipment, station, and grounds, and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in this class perform hazardous fire fighting tasks which require considerable physical exertion under emergency conditions, coolness and presence of mind are essential in order to minimize danger to themselves and others. Detailed instructions are given by commanding officers and employees are mainly responsible for seeing that such orders are carried out. Employees are taught modern and standardized methods of fire fighting by a superior.

## **EXAMPLES OF WORK**

(Illustrative only)

Respond to fire alarms and emergency calls with fire company;

Remove persons from burning buildings;

Administer first aid to injured persons when necessary;

Lay and connect hose lines and nozzle, turn water on and off;

Ventilate buildings, hold fire hose and direct stream;

Put up and climb ladders and enter burning buildings when necessary;

Perform salvage and overhauling operations at scene of fire;

Drive and operate motor driven equipment under special instructions and limited conditions;

Clean fire fighting equipment, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, and perform such routine custodial and maintenance tasks, as required;

Learn and practice new methods.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Firefighter First Class AB

Original Adoption: 08-06-65

Revision Dates: 03-06-75, 09-22-93, 11-30-94, 04-21-11

# FIRE CAPTAIN

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Drive and operate fire department vehicles and equipment, and direct the activities of a fire company; perform fire prevention work; train and drill other employees in standardized methods of fire fighting, use of equipment, fire prevention, and first aid; and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees of this class perform generally all phases of work attached to the class, provided, however, any one or more of the phases or general duties may be assigned for specialized performance to any of the various employees of the class. Each phase of work carries with it, its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed under the general supervision of the superior officer. This class ranks immediately below Assistant Chief.

## **EXAMPLES OF WORK**

(Illustrative only)

Respond to all fire alarms or emergency calls assigned to his company, drive fire machine to fire, size up fire and lay hose lines when necessary;

Operate pump at fires, when pumping operations are required, otherwise, direct and assist in work of subordinates;

Supervise and assist in the work of subordinate employees at the stations, as required;

Inspect property at scene of fire to prevent re-ignition;

Inspect apparatus and equipment, grounds, and station to insure proper order and condition and that fire apparatus is at all times, ready for instant use;

Perform minor clerical work, such as making reports on fires, personnel, activities of company, and the preparation of requisitions for supplies, etc.;

Inspect public buildings, business houses, hospitals, schools, and places of public gatherings under the special direction of the Chief for the purpose of detecting fire hazards or conditions which are otherwise hazardous to life or property; make fire prevention talks to school children

and other civilian groups;

Prepare and conduct employee training courses, using lectures, practical performance, demonstration, and test methods of teaching.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Fire Captain AB

Original Adoption: 08-06-65

Revision Dates: 03-06-75, 09-22-93, 11-30-94, 04-21-11

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing all operations of the department on an assigned shift. An employee of this class may also be assigned to perform the duties of the Fire Chief in the absence of the Chief. Assistant Fire Chiefs oversee all activity and supervise all personnel on their shift, including taking command at any fire or emergency that may occur, providing for investigation of all fires of a suspicious nature, managing records-keeping, and overseeing the maintenance of all assigned equipment. Employees of this class work independently in most areas, with special assignments received from the Fire Chief who oversees and reviews the work of this class. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of the fire department on an assigned shift. Assumes the duties of the Fire Chief in the absence of the Chief. Recommends management policies, goals, and objectives for the department. Assists in determining how the department should be organized, including deciding on number and distribution of operating units. Assists in the research and planning for programs and activities of the department.

Conducts inspections of the various services of the department, evaluates the effectiveness of these services, and takes appropriate action to correct problems. Investigates complaints against department personnel and makes a recommendation for action to be taken in reply.

Serves as department representative at meetings of committees or civic groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the fire service.

Provides for the maintenance of department records, such as personnel records, records of activity, or inventory records. Completes all forms and records required, including payroll records. Compiles and organizes data needed for reports.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief; performs size-up; takes charge of all safety precautions; and supervises subordinate personnel in rescue, ventilation, fire extinguishment, salvage and overhaul, and providing emergency medical

assistance. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate department personnel. Inspects the appearance of department equipment and assigned employees. Assigns duty areas and work schedules, including approving leave. Evaluates the work performance of subordinates. Provides assistance in technical areas of work. Maintains discipline.

Investigates the causes, origins, and circumstances of all fires occurring in the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of possible arson; collects and labels evidence. Assists arson investigation personnel who take charge of investigations.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Tests or directs the testing of equipment to ensure that it meets all applicable federal, state, and local standards. Maintains inventory of supplies and equipment for the shift.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least eighteen (18) months immediately preceding closing date for application to the board.

Assistant Fire Chief AB Original Adoption: 08-06-65 Revision Dates: 12-17-90, 11-30-94, 10-11-06, 04-21-11
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# FIRE CHIEF

(Competitive Class)

## **GENERAL STATEMENT OF DUTIES**

Plan, direct, and supervise the operations of the fire department in the capacity of chief engineer and commanding officer; and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class involves a higher degree of skill and responsibility in directing fire fighting, life saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The Chief is required to be on duty or subject to call at all times, and is accountable to the Mayor as head of the department.

## **EXAMPLES OF WORK**

(Illustrative only)

Respond, day or night, to all alarms received for big fires; or those received from congested areas in which fire might result in serious loss, either to life or property; respond to all other alarms or emergency calls for which the department is answerable, either in person or through an Assistant Chief;

Direct and supervise subordinate officers and employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire;

Direct and supervise the general care, maintenance, and use of all departmental alarm and signalling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchase, or recommend the purchase of, equipment and supplies in the manner provided by lawful authority, and keep such purchases, or recommended purchases, within the budget therefor;

Provide for the preparation and supervise the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigate the cause, origin and circumstances of all fires occurring in the city, and especially

investigate whether such fires are the result of carelessness or the act of an incendiary and report all facts relating thereto to the State Fire Marshall, as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic, in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Inform the public of necessity and methods of civilian cooperation in fire prevention work, by the means of talks, demonstrated lectures, distribution of literature, to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc;

See that employee training is regularly carried on by the Captains, and arrange periodically for special elementary and advanced training of all employees of the department;

Promote peace and harmony in the department; maintain discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations, or those of a more serious nature, to the Mayor;

Delegate authority to subordinates for the more effective work of the department, when such delegation is not inconsistent with the municipal authority, express provisions of law, or contrary to these rules;

Keep posted on modern methods of fire department work; also, local conditions which the department may be called upon to combat in cases of fire;

### **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.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate **and** must have at least ten (10) years of experience in full time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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.

Fire Chief AB

Original Adoption: 08-06-65

Revision Dates: 09-22-93, 11-30-94, 01-01-96, 04-21-11, 04-17-14

# FIRE TRAINING AND INSPECTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the fire service, the primary duties of which includes conducting training classes for all fire department employees. The employee of this class works with an Assistant Fire Chief to develop a training program by evaluating the performance of department employees during training and at the emergency scene. The Fire Training and Inspection Officer is also responsible for conducting inspections of buildings to ensure compliance with fire codes. The incumbent in this class is responsible for completing any forms or records assigned. The Fire Training and Inspection Officer reports to and has work reviewed by an Assistant Fire Chief or 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.

Coordinates with a superior officer in developing a training program for the department. Sees that program is properly staffed and supplied with training resources. Assists in providing for regular employee training at all levels within the department and schedules training for employees as assigned by the fire chief. Makes recommendations for improvements in the training program. Prepares lesson plans and training materials. Administers and grades training test. Maintains a library of training materials and conducts research to incorporate information into the training program. Works with a superior officer in developing job simulation exercises to rate skills acquired during training. Coordinates the movement of fire companies to and from all training activities. Assists at the scene of a fire to make notes for use in training.

Conducts training classes, either in the classroom, at the drill field, or at fire stations, in the following areas: fire fighting, forcible entry, ropes, hydraulics, fire attack, salvage and overhaul, pump operations, hazardous materials, fire fighting apparatus, tools and equipment, rescue, safety, pre-fire planning, supervision, public relations, fire prevention, fire inspection, communications, and any other related subject assigned or required. Provides informal or "on-the-job" training.

Prepares for inspections by reviewing previous inspection reports. Obtains permission for building inspections and discusses findings with owner. Inspects the interior and exterior of the building and determines if findings are in compliance with applicable fire codes. Reviews building plans to identify potential problems. Estimates the fire load of a building and assigns a classification. Completes a report of each fire inspection and makes a field sketch of buildings.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred; issues citations or serves court summonses if necessary. Receives appeals for exemptions from provisions of fire codes and makes a decision to grant or deny the appeal. Prepares information and evidence from inspections for use in court proceeding; testifies in court when necessary. Receives complaints from the public on hazards or possible violations of fire codes and responds to the complaint following departmental procedures. Inspects portable fire extinguishers, alarm systems, and storage areas. Inspects fire hydrants and conducts flow tests to ensure adequate water supply. Completes a report for each inspection. Inspects sites for the storage of hazardous materials and ensures proper safety precautions are being followed.

Researches and writes formal recommendations for changes in fire prevention codes. Maintains a reference library on fire inspection, investigation, and public fire education topics for use by department personnel. Collects information from and develops pre-fire plans for schools, businesses, or other places of public assembly. Assists institutions in developing solutions for fire prevention problems. Educates the public about fire hazards. Acts as a consultant for volunteer fire departments and provides them with assistance in fire prevention efforts. Assists in training fire personnel who participate in the fire safety education program. Assists a superior officer in taking charge of safety procedures at the emergency scene.

Completes any forms or records assigned. Makes decisions concerning what information should be included in all records. Supervises preparation and maintenance of the records and reports of an assigned division. Compiles and organizes data needed, effectively communicating information using logical organization and correct grammar. Assists in planning and organizing departmental operations involving equipment and apparatus. Arranges for repairs and maintenance of facilities and equipment and assists in inspecting equipment after repairs to ensure they were properly accomplished.

Assists in setting goals and recommending management policies for an assigned fire department division. Keeps informed on modern firefighting practices, evaluates new laws and regulations relating to fire operations, and participates in conferences and other educational meetings to determine if changes in policies and procedures are needed. Recommends changes in department operations that will help the city to obtain favorable ISO/PIAL ratings. Conducts research, polls, and surveys to gather information and assists in planning programs and activities for the department. Monitors and evaluates local conditions which may become fire or safety hazards.

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

Must possess a valid driver's license.

Fire Training and Inspection Officer AB

Original Adoption: 03-24-16

Revision Dates:

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief receives, processes and files records and reports of the department, and maintains scheduled appointments for the Fire Chief. The incumbent of this class prepares correspondence for the chief's signature, assists in the preparation of the departmental budget, and acts as a receptionist for the fire department. The Secretary to the Fire Chief performs routine duties independently with some 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.

Receives, reviews, and processes assigned records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Reads and organizes graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Checks department records and reports for completeness, accuracy, and conformity to established procedures. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Maintains a library or archives of materials for future use or reference by department personnel.

Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Acts as receptionist to visitors to the department, including answering the telephone, and directs visitors and calls to the appropriate individuals or offices. Opens, sorts and distributes mail. Places calls and handles routine questions and requests following department procedures. Attends meetings, conferences and seminars, and takes minutes or notes. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Takes dictation and transcribes from notes, using longhand. Replies to any routine correspondence or

requests on own initiative following departmental procedures or from oral or written directions. Composes business letters, and compiles and organizes data needed to write reports.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator, and computer software when required.

Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data. Orders and distributes supplies and equipment as needed. Prepares checks for payment of department bills and purchase requisitions according to departmental procedures. Posts items into journals, ledgers, or other accounting records and balances as required.

Acquires estimates on repair costs, and locates and arranges for repairs and maintenance for any assigned 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 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. 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.

Secretary to the Fire Chief AB Original Adoption: 05-07-07 Revision Dates: 01-07-11, 04-21-11, 04-17-14
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# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

This class encompasses entry level positions in law enforcement with the police department, involving routine patrol and traffic duties in the protection and safe guarding of life and property. Employees of this class receive training in, and are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees usually work 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 must use independent judgment when faced with emergency situations. Work is reviewed by superior officers through inspection, observation and reports.

### **EXAMPLES OF WORK**

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

Patrols along and in company with another officer. Makes reports to headquarters by radio and telephone. Enforces motor vehicle laws, the State Criminal Code and parking ordinances. Renders informational aid and assistance to motorists and other citizens.

Checks model, make, and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators. Investigates vehicles parked illegally, abandoned, or under suspicious circumstances. Checks meters and issues citations for illegal parking. Directs traffic to reduce and eliminate congested traffic conditions.

Investigates accidents. Keeps bystanders out of danger. Renders first aid. Questions witnesses and drivers. Investigates and prepares reports of conditions and causes of accidents. Supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic.

Makes arrests and prefers charges. Investigates shoplifting complaints. Appears in court as a witness.

Aids in maintaining order in crowds and in public gatherings.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs routine clerical work and prepares written reports.

Perform various related duties as assigned or required.

### **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. 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 eighteen (18) years of age.

Police Officer AB

Original Adoption: 08-06-65

Revision Dates: 04-24-70, 09-03-75, 07-01-86, 06-08-93, 09-22-93, 11-30-94, 04-27-97,  
01-12-00, 05-07-07, 04-21-11, 04-17-14

# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This class encompasses positions the primary responsibility of which involves supervision, direction, and assistance of a group of subordinate employees engaged in routine patrol, traffic and law enforcement work on an assigned shift. An employee of this class is responsible for assisting in the efficient operation of his shift in accordance with established practices, policies and regulations. Employees of this class have work reviewed by superior officers through reports, conferences, personal observation and satisfaction from the results obtained.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, nor are they intended to exclude other duties which may be logical assignments to this class.

Assists in the direction of the activities of a group of employees engaged in patrol, directing traffic, and in answering complaints.

Instructs subordinates in the methods to be used and the procedures to follow.

Directs activities at raids, riots, scenes of serious crimes, fires and other disorders.

Maintains or supervises the maintenance of records and reports.

Interviews suspects, victims, witnesses, informers and other persons to obtain evidence and to verify details.

Searches, collects, preserves and identifies evidence.

Makes arrests, transports offenders to jail, makes charges, interrogates prisoners, obtains information and confessions.

Makes oral and written reports.

Performs various related duties as assigned or required.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Police Sergeant AB

Original Adoption: 08-06-65

Revision Dates: 03-06-75, 09-22-93, 11-30-94, 04-27-97, 10-11-06, 04-21-11

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is responsible supervisory Law enforcement work concerned with assisting in the directing of, and on the spot supervision of the operations of assigned shifts of the police department. Incumbents in this class will observe and supervise individual police officers, subordinate supervisors, or separate groups of subordinates at their duty posts wherever located in the city to assure their correct performance of assigned duties. In the absence of the Police Chief, the Police Lieutenant with the most seniority will assume command of the police department.

Considerable independent initiative is exercised, although supervision is received from the Police Chief.

## **EXAMPLES OF WORK**

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

Assists the supervising officers on assigned shifts.

Patrols the city by automobile or on foot, observing operations and activities of subordinate police officers.

Gives on the spot supervision to subordinate officers or offers assistance as indicated.

Notes and reports any breach of duty by subordinates or takes direct corrective action as indicated or in accordance with established procedure.

Inspects personnel for proper wearing of uniform and appearance.

Makes arrests in accordance with the law.

Instructs, directs, and trains subordinate officers at the police station and at duty posts.

Examines prepared, general or detailed reports on shift operation in accordance with established procedures.

Performs related police work as required or as indicated.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Police Lieutenant AB

Original Adoption: 12-29-75

Revision Dates: 09-22-93, 11-30-94, 04-21-11

# POLICE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by Lieutenants.

## **EXAMPLES OF WORK**

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

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

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

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

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

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;  
Notifies repair crew or supervisor of any malfunctioning equipment.

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

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

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Police Communications Officer AB

Original Adoption: 08-06-65

Revision Dates: 01-19-76, 10-28-81, 09-25-88, 11-30-94, 01-12-00, 05-07-07, 04-21-11,  
04-17-14

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible, non-supervisory clerical position designed to relieve the police chief of the duties of routine record-keeping and other routine clerical matters. The employee of this class types, files, issues equipment to employees, makes purchases of supplies and equipment and keeps records of such, and performs related clerical duties. The secretary to the police chief works independently in most areas with general instructions from the police chief who supervises and reviews 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.

Types formal reports, letters, forms, memos, statements;

Issues equipment to employees and keeps records of such;

Sets up a filing system and revises such system when necessary; files correspondence, cards, forms, records, etc.; retrieves information or documents from the files; may also develop new procedures for office functions when necessary;

Operates a teletype to send or receive pertinent information needed by the department;

Operates copying machine or duplicating machine to make copies of documents when required;

Orders supplies utilizing purchase requisitions or purchase orders; maintains a purchase order or purchase requisition ledger and records all purchases and receipts as required by the department; makes purchases of supplies and equipment following established procedures;

Keeps personnel files on employees; sets up files on new employees and updates files on a continuous basis as required; keeps a current address and telephone list of all employees; keeps records of annual, sick, or compensatory leave earned and taken for all employees; completes records for supplemental pay and sends to the appropriate state agency; keep records requiring running totals such as hours spent in training, etc.; makes appointments for physicals for new employees; maintains a record of promotions and demotions; keeps records of pay raises, step increases, etc. due to employees; maintains a current seniority list; corresponds with the pension board concerning officers who have applied for pension;

Records hours worked on payroll time sheets or cards; computes and records hours worked for payroll; sends in city payroll each pay period, including all changes such as raises, changes in dependent status, new additions to the payroll, etc.; takes complaints from employees about pay and deals with payroll section; computes salaries, hours, and overtime for annual salary budget;

Prepares court docket;

Opens, sorts, and distributes incoming mail; reminds chief of all his appointments, meetings, etc.; greets visitors to the office and shows them into the chief's office; selects and handles any routine correspondence or requests on own initiative; composes letters from oral or written directions by the chief; receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction;

Attends official meetings for the purpose of taking minutes or notes;

Acts as a relief communications operator;

Processes traffic tickets;

Performs duties relating to the care of prisoners such as keeping records of jail inmates, ordering meals for prisoners, calculating cost of prisoner meals, etc.;

May also perform duties such as: making and answering telephone calls; taking dictation in longhand and transcribing from notes; proofreading typed material and correcting errors; scheduling appointments for the chief; screening the chief's telephone calls; answering questions and handling any routine requests by visitors to the office; posting items into journals, ledgers, etc., and balancing these at the end of the month; issuing payments from petty cash; taking photographs;

Performs related duties when required.

## **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. 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.

Secretary to the Police Chief AB

Original Adoption: 10-28-81

Revision Dates: 01-12-00, 05-07-07, 04-21-11, 04-17-14