

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF RAYNE ---- PARISH OF ACADIA

Contents

OCCUPATIONAL INDEX TO CLASSES 2

POLICE OFFICER..... 3

POLICE OFFICER FIRST CLASS 5

POLICE SERGEANT 7

POLICE LIEUTENANT 10

POLICE CAPTAIN 12

POLICE COMMUNICATIONS OFFICER..... 14

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF RAYNE ---- PARISH OF ACADIA

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *

POLICE OFFICER FIRST CLASS **

POLICE SERGEANT **

POLICE LIEUTENANT **

POLICE CAPTAIN **

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *

*Competitive class

**Promotional class

RA Index

Original Adoption: 11-29-65

Revision Dates: 11-26-76, 08-30-77, 09-01-78, 06-01-82, 04-06-93, 04-10-00

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is the beginning level of work in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees usually work in company with and receive assistance from a more experienced employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with prescribed departmental rules and regulations and desk work assisting the Sergeant with clerical/dispatcher duties. Employees are usually given a special training course in police methods and the use of police equipment prior to duty assignments. Employees of this class must use independent judgement when faced with emergency situations. Work is checked by superior officers through inspection and observation.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Assists in patrol work usually 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 number of passing vehicles to regain stolen cars and pick up wanted persons and violators.

Investigates vehicles parked illegally, abandoned, or under suspicious circumstances.

Directs traffic to reduce and eliminate congested traffic conditions.

Aids in investigating accidents, keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and cause of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic.

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

Aids in maintaining order in crowds and in public gatherings.

Assists the Sergeant at station in clerical and dispatcher duties.

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

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 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 nineteen (19) years of age immediately preceding the closing date of application to board.

Police Officer RA
Original Adoption: 11-29-65
Revision Dates: 11-26-76, 10-24-77, 04-06-93, 12-15-94, 04-10-00, 10-23-17, 01-21-19

POLICE OFFICER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is work in the police department involving routine patrol and traffic work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations and ordinances. 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 and assisting the Sergeant with clerical/dispatcher duties. Employees of this class must use independent judgement when faced with emergency situations. Work is reviewed by superior officers through inspection, observation, and reports.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Patrols 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.

Check cars and picks up wanted persons and violators.

Investigates vehicles parked illegally, abandoned, or under suspicious circumstances.

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; 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 and dispatcher work and relieves or assists employees of higher rank.

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 with at least one (1) year in that class immediately preceding the closing date for application to board.

Police Officer First Class RA

Original Adoption: 11-29-65

Revision Dates: 11-26-76, 10-24-77, 12-15-94, 10-23-17

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory line positions of the police department, the primary duties of which include the performance of the law enforcement function, and the supervision of lower ranking personnel in the performance of law enforcement duties, including patrol; traffic control and traffic accident investigation; criminal investigation; juvenile operations; and special tactical operations. Employees of this class are given specific work instructions by superior officers on new assignments and perform routine tasks with only general supervision. This class reports to and has work reviewed by a Police Lieutenant. This class ranks directly below that of Police Lieutenant.

EXAMPLES OF WORK

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

Supervises subordinate police department employees on an assigned shift. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates and explains policies and procedures. Holds meetings with subordinates for the purpose of receiving reports and giving out information or discussing work problems. Reviews reports written by subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work of subordinates and writes employee evaluation reports.

Supervises personnel assigned to general patrol duties. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Locates suspects of criminal activity by using accepted law enforcement procedures. Engages in armed encounters with suspects in situations which may result in injury or death. Performs basic frisk and search, and physically disarms suspects. Arrests suspects, with or without an arrest warrant, advising suspects of Miranda rights. Provides medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Supervises personnel engaged in traffic control and traffic accident investigation. Operates radar in designated areas. Conducts vehicle stops in accordance with proper procedures. Inspects visible contents of stopped vehicles to determine presence of illegal activity. Identifies, protects, and preserves evidence found at accident scenes. Conducts interviews and interrogations as a component of traffic accident investigation. Observes and stops motorists suspected of driving while intoxicated and administers field sobriety tests.

Participates in the investigation of crimes against person and property and may assist personnel assigned to the Criminal Investigation Unit. Protects crime scenes by establishing a perimeter and limiting access to prevent removal or disturbance of evidence. Secures and executes arrest or search warrants. Interrogates suspects, and interviews victims and witnesses. Testifies in court.

Investigates crimes by and against juveniles. Takes juveniles suspected of criminal or delinquent activity into custody, using appropriate procedures for arresting and processing juveniles. Consults with child protection agencies.

Participates in crowd control at athletic events, parades, or other such events where large groups are assembled. Controls unlawful or disorderly assemblies. Participates in tactical operations which may include hostage situations or barricaded suspects, bomb threats, or disaster control activities. Assists superior officers in the planning and execution of operations under Incident Command System.

Supervises jail operations and personnel assigned to the jail facility. Supervises booking procedures, including searching, fingerprinting, and the confiscation, itemization, and recording of personal property of persons taken into custody. Obtains medical treatment for prisoners and maintains jail security.

Supervises the preparation and maintenance of departmental records and reports. Personally, completes any records or forms needed to document the activities of the department. Compiles and organizes data for and writes reports. Assists superior officers in the preparation of correspondence in response to requests or complaints by the public. Uses the department's computer system to enter, update, and retrieve data related to law enforcement activities.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information when needed. Participates in crime prevention programs directed toward schools, clubs, and civil groups.

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 regular and permanent employee in the class of Police Officer First Class with at least one (1) year in that class immediately preceding the closing date for application to board.

Police Sergeant RA

Original Adoption: 11-29-65

Revision Dates: 11-26-76, 10-24-77, 12-15-94, 11-11-01, 10-23-17

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are assisting in the management of operations of a police department division, including supervision and training of subordinate personnel. Employees of this class direct the activities of subordinate personnel assigned to the various law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, jail operations, juvenile procedures, and special operations. Police Lieutenants work with a high degree of independence, with work reviewed by the Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

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

Supervises law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, jail operations, juvenile procedures, and special operations. Deploys personnel in a manner which delivers effective services while minimizing costs. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and makes recommendations to superior officers to correct or improve problem areas. Investigates accidents involving personnel and equipment, determines causes, and recommends procedures to avoid future accidents. Monitors local conditions which may create situations the department may be called upon to handle.

Supervises and inspects subordinate police department employees in order to ensure that the goals and standards of the department are being met. Reviews reports and the work of subordinates to determine if assignments are completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long-term goals of the department. Sets work schedules and approves leave. Evaluates work performance and writes employee evaluation reports. Handles employee complaints and grievances, and counsels employees who experience work problems. Provides on-the-job training for subordinates. Maintains discipline by conducting corrective interview and notifying superior officers of the need for disciplinary action. Supervises the preparation and maintenance of departmental records and reports completed by subordinates. Periodically inspects systems and facilities for maintaining records. Completes forms or records to document the activity of the department. Compiles and analyzes data and writes reports.

Promotes a positive public image of the department in the performance of duties. Coordinates the work of the department with other agencies, providing assistance and releasing information when needed. Answers inquiries or handles complaints from the public about the operations of the department, or other related areas of law enforcement operations. Serves as department representative to the news media, and at meetings, as assigned.

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 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 with at least one (1) year in that class immediately preceding the closing date for application to board.

Police Lieutenant RA
Original Adoption: 04-10-00
Revision Dates: 10-23-17

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duty of which is assisting the Police Chief in the management and administration of the functions and operations of the police department. The Police Captain performs the duties of the Police Chief in the absence of the Chief. The employee of this class assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; supervises the general care, maintenance, and repair of departmental property and equipment; and oversees the maintenance of departmental records and reports. The Police Captain performs public and community relations duties and serves as official representative at meetings and to the news media. Duties of this class are performed with a high degree of independence, with special assignments received from and work reviewed by the Police Chief. This class reports to and ranks directly below that of Police Chief.

EXAMPLES OF WORK

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

Assists the Police Chief in the administration and management of the police department operations. Performs the duties of the Police Chief in the absence of the Chief. Recommends changes in the operational procedures and policies of the department. Monitors local conditions for which the department may be called upon to handle. Participates in developing procedures to accomplish the goals of the department.

Conducts research to be used in making management decisions, and for the planning of programs and activities for departmental operations. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of established procedures. Evaluates new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Investigates all accidents involving department equipment and personnel and makes recommendations on procedures to avoid future accidents. Manages the development and implementation of safety programs for the department and provides for on-going safety training and education.

Participates in the personnel recruitment and selection program for the department by interviewing applicants and making recommendations to the Police Chief. Sees that all department personnel policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect police department personnel.

Serves as official department representative at meetings of governmental and civic groups. Answers questions about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with other agencies, providing information and assistance when needed. Writes and delivers speeches and structures and supervises demonstrations on law enforcement and crime prevention topics.

Supervises the records-keeping systems and facilities of the department, and the preparation and maintenance of departmental records and reports. Develops and revises forms in order to improve accuracy and efficiency of documentation. Writes reports, letters, and memoranda to effectively communicate information, or to respond to requests.

Oversees the general care, maintenance, and repair of departmental equipment and property. Provides for inspection of equipment and arranges for repairs when necessary. Provides for adequate supplies for the department, and orders additional supplies as needed.

Supervises subordinate police department employees. Provides direction in the law enforcement functions of the department. Recommends long term goals for consideration by the Police Chief and establishes a timetable for completion following implementation. Monitors work pace and progress. Approves leave. Holds meetings to receive reports and disseminate information. Reviews reports written by subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances. Maintains discipline by conducting corrective interviews or recommending disciplinary action for consideration by the Police Chief.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, traffic control and traffic accident investigation, handling of juveniles, and jail operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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 Lieutenant with at least two (2) years in that class immediately preceding application deadline.

Police Captain RA
Original Adoption: 04-10-00
Revision Dates: 10-23-17

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level work in operating police communications equipment, keeping records, and other duties in the communications center of the police department. Employees of this class 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. Police Communications Officers report to and have work reviewed by a shift supervisor, which may be a Police Officer First Class or 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.

Takes complaints from citizens, either in person or over the telephone, and obtains as much information as possible. Enters all complaints and related information into computer. Dispatches police unit following departmental procedures. Keeps track of the location, time, mileage and status of each unit at all times. Relays information or answers questions which come in by radio from field units.

Operates control board for individual pocket pager system to call designated officers when necessary. Operates teletype and computer to send or receive messages. Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers' licenses, runaways, or other related matters. Watches or listens to equipment which registers burglar alarms. Listens to other radio frequencies such as sheriff's department, state police, or fire department, as required by department policy, to keep track of activity in area covered. Notifies special units or agencies designated by department procedures in special or emergency situations. Answers 911 emergency calls and dispatch police officers as required, and transfers fire emergency calls to the fire department. Answers all police department non-emergency telephones. Tests radios in police units on a set schedule by sending and receiving messages.

Compiles and analyzes data needed for reports. Keeps records and writes reports required by the Communication Division. Writes letters in answer to written or oral requests addressed to the Communications Division or as needed to handle problems or to address other needs of the Communication Division.

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. 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 no less than nineteen (19) years of age immediately preceding the closing date of application to the board.

Police Communications Officer RA

Original Adoption: 04-06-93

Revision Dates: 12-18-95, 04-10-00, 10-23-17, 01-21-19