

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs and supervises the operations of the police department in the capacity of Chief and commanding officer, and related work as required. Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The Chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.

After consultation with appointing authorities, plans, formulates and enforces departmental rules and regulations as needed for the efficient functioning of the department;

Directs and supervises generally or specifically, as the needs of the service may require, all activities of the department;

Instructs subordinate officers as to the methods, procedures, and policies;

Assigns tasks to subordinates and reviews operations;

Investigates complaints;

Directs raids and makes arrests, as necessary;

Checks all arrests and dispositions thereof;

Provides for the preparation and supervises the maintenance of departmental records and reports concerning personnel actions, employee training, and other necessary records;

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city;

Makes frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearances of all personnel on beats and at headquarters;

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies such as the F.B.I., State Police, etc.;

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency and crime, bettering the common good, and protection of society;

Assists in the preparation of departmental budget and operates within it;

Purchases or recommends the purchase of, equipment and supplies in the manner provided by lawful authority, and keeps such purchases within the budget therefor;

Dispenses information to the public regarding city ordinances, departmental policies, objectives and activities;

Keeps records, answers correspondence, and prepares reports;

Promotes peace and harmony among the employees of the department;

Performs related work as required or as indicated.

QUALIFICATION REQUIREMENTS

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 have had at least ten (10) years experience as a law enforcement officer;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass a Civil Service examination testing aptitude for beginning work in this class.

Must have and maintain at all times a current, valid driver's license issued by the State of Louisiana.

Must successfully complete the Police Officer's Service Training Course ("POST") before confirmation to class.

Must reside at all times within the city limits.

FR	03-16-66	10-12-94
Rev	10-08-70	11-15-94
	08-04-71	11-15-04
	06-20-91	08-14-14
	12-20-93	