

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and administrative positions in the police department, the primary duty of which is managing a major component of the police department's services. Employees of this class assist in performing personnel management functions for the department; oversee the production and maintenance of records and reports required to document department activities; perform public relations functions; and assist in managing the care, maintenance, and use of all department equipment, vehicles, and property. Police Majors also perform difficult or complex phases of the law enforcement operations of the department, in addition to assisting and advising subordinates in these areas. An employee of this class may be required to perform the duties of the Chief of Police in the Chief's absence. 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 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.

Performs the duties of the Police Chief in the Chief's absence. Manages one or more major components of police department services or divisions. Assists the Police Chief in setting management policies, goals, and objectives for the department. Participates in Executive Staff decisions. Organizes assigned functions, including making decisions on officer deployment. Oversees the general care, maintenance, and use of departmental equipment, motor driven vehicles, and other property. Conducts inspections of the various services of the department, evaluates their effectiveness, and takes appropriate action to correct or improve problem areas. Prepares written reports on inspections. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed and drafts changes to existing department policies and

procedures. Reports any crime or traffic problem or anticipated crime or traffic problem, and makes recommendations for appropriate course of action. Reports any personnel or administrative problem, anticipated problem, and recommendations for appropriate course of action.

Meets with governmental or civic groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the police service. Answers questions about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Manages all law enforcement as well as administrative and support functions of the department, including patrol, traffic control and accident investigation, criminal investigation, special operations, and handling of juveniles, jail, communications, and records. Personally performs law enforcement and administrative duties, providing instruction and assistance to subordinate employees when necessary. Establishes and directs Command Post operations when necessary in response to a disaster or emergency. Interviews complainants concerning police services or allegations of employee misconduct. Conducts inquiries into police services and allegations of employee misconduct.

Assists in organizing personnel recruitment and selection programs to insure a qualified pool of applicants for police department positions. Determines appropriate staffing levels for all subordinate sections. Makes recommendations to Chief of Police on employment and promotional standards. Interviews prospective employees and makes recommendations on hiring. Insures that all department personnel policies conform to federal Equal Employment Opportunity guidelines.

Supervises subordinate police department employees of all ranks and assignments. Holds meetings to receive reports and disseminate information to subordinates. Inspects the appearance of assigned personnel and equipment. Assigns duty areas and work schedules and approves leave of subordinate personnel. Approves hours worked and compensation due subordinates. Approves transfers of subordinates when necessary. Reviews reports written by subordinates and provides assistance in technical areas of work. Evaluates and documents work performance of subordinates. Resolves employee complaints and grievances, and counsels employees who are experiencing work

problems. Enforces department rules, regulations, policy, and procedure. Issues verbal and written orders, directives, and information to subordinates on procedures to be followed and reviews the recommendations of subordinate supervisory personnel for procedures. Provides for the proper discipline of personnel by taking appropriate corrective and disciplinary action, including counseling, reprimanding, and recommending disciplinary action for infractions.

Reviews incoming communications and takes action by either handling the matter or assigning it to a subordinate staff member. Develops new forms or revises old forms to improve the efficiency and accuracy of documentation of department activities. Insures that accurate records of department activity are maintained by all department organizations by requiring supervisory and staff personnel to review records on a daily basis. Insures the proper preparation and maintenance of records of assigned services by randomly reviewing selected records completed by subordinates, and by periodically inspecting facilities for maintaining the records. Completes records and writes reports required to document the activity of the Administrative Review Board. Writes letters in reply to requests or needed to handle police department matters.

Recommends and requests remedial, advanced, and specialized training for subordinates, as necessary. Approves training program for the department. Provides on-the-job training for department members through establishment of and requirement of supervisory adherence to a standardized training program. Initiates training where appropriate. Conducts training of subordinates by directing ranking subordinates to give briefings, lectures, or demonstrations during Roll Calls and staff meetings. Personally gives lectures or demonstrations during formal training. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and specialized and management duties.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

States.

After offer of promotion, but before beginning work in this class, must pass a medical examination, 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 Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of Police Captain.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.

KN	03-07-62
Rev	06-06-73
	01-14-91
	04-10-95
	02-04-02
	06-17-02
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