

## **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.

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