

## **POLICE MAJOR**

(Promotional Class)

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

This class encompasses a responsible administrative law enforcement position, the primary duties of which are providing administrative support to the Chief of Police in the areas of grant proposals and administration, public relations, and budget preparation. The Police Major also performs management functions and provides oversight for the management of the patrol division, fleet operations, prisoner care, evidence, and records sections; and assists in the supervision of the patrol section. The employee of this class has the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate employees within the assigned areas. The Police Major performs duties with a high level of independence, with work reviewed by and special assignments received directly from the Chief of Police. This class ranks directly below that of Assistant Chief of Police.

### **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.

Provides management oversight of law enforcement functions of the department including patrol, prisoner care and evidence. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Serves as Budget Director and department fiscal officer by preparing the budget, including expenditure and revenue estimates, overseeing proper expenditure allocations, and writing and facilitating grants for the department. Manages bookkeeping of all departmental accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds, vouchers for payment, or related financial records and sees that they are in accordance with the budget and departmental policy.

Manages the records division for the department by determining what information should be included in department records and in what form this information should be kept. Prepares payroll records. Compiles and analyzes data needed for reports. Writes letters, reports, newspaper articles, and requests for grants or other special funds for the police service.

Serves as department representative to the news media and at

meetings of governmental or civic committees. Makes speeches or conducts demonstrations on law enforcement topics, as requested. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies and coordinates special public service projects of the department. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises assigned divisions of the department by holding meetings with subordinate officers for the purpose of receiving reports or disseminating information. Assigns work or duty areas. Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Provides assistance to employees in technical areas of work and counsels employees experiencing work problems.

Serves as an instructor for formal instruction provided by the department. Informs the public of the necessity and methods of civilian cooperation in law enforcement work.

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.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must be a regular and permanent employee in the class of Police Captain.

Must establish residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas

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