



Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

Thomas Bourgeois, Chairman

NOTICE OF A PUBLIC HEARING

PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN

The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of **POLICE CHIEF**. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on **Wednesday, March 19, 2025**, at **5:30 p.m.** at the City of Sulphur Council Chambers located at 501 Willow Avenue, Sulphur, LA 70663.

SEE ATTACHED PROPOSED REVISIONS TO CLASSIFICATION PLAN

POLICE CHIEF (Competitive Class)

Proposed changes are in RED and strikethroughs will be removed

By direction of the chairman:

Lee Ann Hebert

Secretary

POST THIS NOTICE FROM **FEBRUARY 14, 2025** THROUGH **MARCH 19, 2025**

DO NOT REMOVE BY ORDER OF THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

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Police Chief

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs systems to provide law enforcement services for the community and provides for all support functions for these operations, including conducting research and planning for department operations, development of a crime prevention and community relations program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

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.

Manages the **total** operation of the police department. **Develops management policies, goals, and procedures for the department. Organizes the department in order to best utilize available resources in providing services for the community.** ~~Reviews incoming communications, making assignments to staff and routing work to the appropriate persons or locations.~~ Collects information to be used in making management decisions and for planning purposes. Monitors any local conditions which create situations the department may be called upon to handle. Identifies areas needing improvement and develops programs and procedures to improve the quality and effectiveness of service in these areas. **Manages work cycles and the deployment of available manpower. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system.**

Develops a personnel recruitment and selection program **that adheres to EEOC standards.** **Reviews and verifies information on new employment applications,** and interviews prospective employees. ~~in order to make hiring recommendations.~~ Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. **Maintains promotional eligibility lists and makes or recommends promotions in accordance with civil service law.**

~~Collects and analyzes data on the extent and causes of risk and devises a risk management program to control losses to an acceptable level. Monitors the results of the risk management program and makes adjustments as needed. Develops and implements a safety program for the department.~~ **Manages the investigation of all accidents involving equipment or personnel to determine cause and prevent future accidents. Coordinates safety activities with division supervisors to ensure implementation throughout the department.**

~~Supervises~~ **Manages** the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions ~~of the department~~. Prepares a departmental operating budget. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget. **Prepares and/or signs requisitions, vouchers for payment, or related financial records. Reviews accounting records and all financial statements, verifies or reconciles account balances, records expenses, disbursements, and other related financial transactions. Prepares expense or travel vouchers for employees. Manages petty cash or other monetary payments and any receipts for money received.**

~~Oversees and utilizes a system of information management. Establishes policy and supervises~~ **manages** the production of records and reports. Compiles, analyzes, and organizes data and writes reports needed to document the operation of the department. ~~Directs the writing of letters~~ **Oversees correspondence** in answer to written or oral requests addressed to the police department. ~~Supervises~~ **Manages** the writing of public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. ~~Directs the writing of requests for grants or other special funds to aid in the operation of the police department.~~

~~Manages the work of the department to maintain a positive public image. Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings. and works with boards and agencies whose operations affect the police department. Supervises~~ **Directs** the **release** of information to the news media. **Oversees speeches and demonstrations at schools or meetings of citizens groups.** ~~and the giving of speeches to civic groups.~~ Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

~~Manages the community relations program for the department and~~ determines target areas for crime prevention. ~~Directs the development of a community relations program to meet identified community needs.~~ **Oversees** the production of instructional materials to be used in crime prevention and other community relations programs, ~~and monitors the writing of speeches and structure of demonstrations on crime prevention or related law enforcement topics to be given to schools, clubs, or civic groups.~~

~~Manages subordinate~~ ~~Supervises department~~ employees **by** outlining responsibilities and duties, reviewing work and delegating assignments, providing tools and equipment, and **aiding in technical areas of work.** ~~ensuring that employees meet departmental standards for safety and propriety.~~ Holds meetings to receive **and review** reports, disseminate information, or

discuss work problems. **Oversees** the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. ~~Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required.~~ **Oversees and evaluates the work performance of subordinates. Writes employee evaluation reports and discusses work performance with subordinates.** Supervises the evaluating of the work performance of subordinates and the writing of employee evaluation reports. **Counsels employees who are experiencing work problems.** Handles employee complaints and grievances and maintains discipline among employees.

Supervises the training program for the department. Provides on-the-job and classroom training for department members. Provides for outside instruction to meet any training needs not available in the department training program. ~~Acts as a consultant for smaller law enforcement agencies in surrounding areas.~~

Manages the purchasing of equipment and supplies for the department and makes recommendations for major purchases. Prepares specifications and requisitions on new ~~police department~~ equipment for public bids. **Manages the inventory, inspection, ordering and distribution of** ~~maintains inventory of department~~ departmental supplies and equipment. **Oversees** ~~Supervises~~ the general care, maintenance, and use of departmental equipment, vehicles, and property. Obtains estimates on repair costs and inspects equipment or property after repairs to see that repairs were properly accomplished.

Manages and directs all law enforcement activities for the department, including patrol and general law enforcement, crowd and traffic control, criminal investigation, accident investigation, special operations, handling of juveniles, and jail operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

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. Applicant must possess at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.