

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
DEPUTY CHIEF OF POLICE

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **DEPUTY CHIEF OF POLICE** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **APRIL 7, 2025, at 4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

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 and of legal age.
- After offer of appointment, but before beginning work in this class, must pass a physical 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 driver's license.
- Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant or higher, in the City of Sulphur Police Department.
- Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Sulphur Police Department.

YOU MUST ATTACH A COPY OF THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

- VALID DRIVER'S LICENSE
- BIRTH CERTIFICATE, US PASSPORT, OR CERTIFICATE OF NATURALIZATION
- PROOF OF FULL-TIME LAW ENFORCEMENT EXPERIENCE (AS INDICATED ABOVE)
- PROOF YOU ARE REGULAR AND PERMANENT EMPLOYEE OF SULPHUR POLICE DEPARTMENT (AS INDICATED ABOVE)

By direction of the Chairman:

Lee Ann Hebert, Secretary

POST THIS NOTICE FROM MARCH 21, 2025 THROUGH APRIL 7, 2025

PLEASE SEE ATTACHED CLASS PLAN

DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

Deputy Chief of Police

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the Chief's absence. The employee of this class assists the Police Chief in the planning and development of departmental operations, participates in the personnel management function, performs public relations duties, manages the yearly and operational department budget, and supervises subordinate police employees. As one of the chief officers of the department, the Deputy Chief of Police performs assigned duties with a high degree of independence, reporting to and having 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 absence of the Chief. Assists with the management of the department. Assists with recommending, developing and setting management policies, goals and procedures. Directs departmental operations dealing with equipment, apparatus, and personnel. Oversees the creation of work cycles and the deployment of available manpower. Determines how the department should be organized. Researches and plans for programs and activities of the department. Inspects various divisions, evaluates their effectiveness and takes action to correct problem areas. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Oversees the reviewing of crime statistics to identify areas in need of special enforcement efforts.

Oversees the accounting for all money and assets of the department. Authorizes expenditures of funds, prepares and/or signs requisitions and reviews all financial statements for mistakes or completeness. Oversees the verifying and reconciling of account balances. Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Prepares expense and travel vouchers for employees. Prepares and maintains an operating budget for the entire department. Compiles and organizes data needed to prepare the budget. Prepares expenditure estimates. Participates in payroll operations.

Outlines responsibilities and duties to set expectations for performance. Sets task priorities and long-term goals for work to be completed. Provides tools and resources necessary for job performance. Assigns duty areas, work schedules and approves leave. Inspects the appearance of equipment and personnel. Reviews reports written by subordinates. Holds meetings to receive reports and distribute information or discuss work problems. Aids subordinates in technical areas of work. Resolves employee complaints and grievances and counsels' employees who are experiencing work problems. Oversees and evaluates the work performance of subordinates. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Reviews work to be done and delegates assignments. Motivates employees by evaluating their job needs and seeking ways of making their job more interesting to help each worker better satisfy those needs. Assists the Chief with maintaining discipline by conducting corrective interviews and by recommending, notifying and administering disciplinary action.

Examines all recruitment and selection procedures to see that they conform to EEOC standards. Reviews new employment applications and verifies the information provided. Develops appropriate interview questions. Interviews prospective employees, and makes recommendations for hiring. Coordinates with various entities in the scheduling of pre-employment testing and evaluations. Assists the Police Chief with maintaining promotional eligibility lists and recommending promotions, both temporary and permanent, in accordance with civil service law.

Oversees the purchasing of equipment and supplies for the department. Participates in the bidding process and prepares specifications on new equipment for public bids. Prepares purchase requisitions. Meets with sales representatives to review products and evaluate specifications. Makes recommendations for major purchases. Oversees the inventory, inspection, ordering and distribution of supplies and equipment. Personally tests or directs the testing of equipment. Ensures that equipment meets all applicable federal, state, and local standards. Oversees the general care and maintenance of departmental equipment and facilities.

Plans and conducts a public relations program for the department. Directs the release of information and answering of questions concerning the work of the police department to the news media. Writes and delivers speeches and conducts demonstrations at schools or meetings of citizen's groups. Provides tours of department facilities for school or civic groups. Oversees the work of the department to maintain a positive public image. Answers inquiries or handles complaints from the public in person or by telephone about the operation of the department. Investigates complaints against personnel and formulates a recommendation for reply or action to be taken. Serves as official department representative at meetings. Oversees the community relations program for the department. Determines target areas for crime prevention or community relations efforts using analysis of local crime problems or departmental records. Oversees the production of instructional materials to be used in crime prevention programs.

Prepares correspondence in answer to requests to address problems or needs of the department through letters or emails. Writes public service announcements, news releases, newspaper

articles, or any other type of official department position paper for publication. Supervises preparation and maintenance of the records and reports of the department and determines in what form this information should be kept and retained. Develops new forms or revises old ones. Files and retrieves records and reports. Personally completes all forms, records, and reports required, using correct grammar. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Uses computer information systems to enter, update, retrieve, and/or exchange data. Maintains suspect file by recording and filing all personal information about a suspect.

Oversees the development of a training program for the department and ensures that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Oversees lesson plan and test preparation, as well as test administration and grading. Develops job simulation exercises to rate skills acquired during training.

Directs various aspects of law enforcement activities and assignments, including patrol and general law enforcement functions, crowd and traffic control, accident investigation, special tactical operations, criminal investigation, handling of juveniles, and jail operations. Prepares for court testimony by reviewing the laws of evidence and all information relevant to the case. Testifies in court when required.

Performs any related duties assigned.

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