

NOTICE OF A PUBLIC HEARING
(PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN)

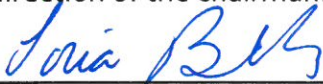
The Alexandria Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of **ASSISTANT POLICE CHIEF AND POLICE CHIEF**. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve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

This public hearing will be held on **THURSDAY, MARCH 14, 2024**, at 5 p.m. at the Public Safety Complex, **COMMUNITY ROOM** located at 1000 Bolton Avenue, Alexandria, LA.

Current qualification requirements: SEE ATTACHED CLASSIFICATION PLANS

Proposed amendments: SEE ATTACHED CLASSIFICATION PLANS

By direction of the chairman:

A handwritten signature in blue ink, appearing to read "Toria Banks", is written over a horizontal line.

Toria Banks, Secretary

Post at all stations beginning on February 12, 2024 through March 14, 2024

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

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include assisting the ~~Police Chief~~ **Deputy Chief of Police** in short and long-range planning of departmental programs and activities, in research and development of departmental policies and in preparing the departmental budget. The employee of this class writes reports and correspondence, as well as provides for the accurate maintenance of departmental records and performs public relations duties. The Assistant Police Chief works with a high level of independence, receiving only limited direct supervision, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks directly below that of the Deputy 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.

Assists superiors in overseeing all department employees, services and operations. Conducts research in order to plan for programs and activities of the department. Performs the duties of the Deputy Chief of Police in his/her absence. Recommends management policies, goals, and objectives for the department to s superior officer. Conducts inspections of the various services of the department, evaluates operations, and ~~discusses evaluations with employees in charge of areas inspected~~ **initiates programs and procedures to improve the quality and effectiveness of service. Reviews crime statistics to identify areas in need of special enforcement efforts and analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services.** Determines how to organize assigned services of the department and decides on officer deployment in a manner that optimizes cost effectiveness. **Participates in the personnel recruitment and selection program for the department by reviewing new employment applications, interviewing prospective employees, making recommendations for hiring, and developing appropriate interview questions. Oversees the establishment of performance standards for department personnel, develops procedures and a system by which personnel performance may be evaluated, and provides training for supervisors who will use the system.** Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance to civil service law. Ensures that all department personnel policies conform to EEOC standards. **Plans and organizes departmental operations having to do with personnel. Supervises the establishment and operation of an internal affairs review process to investigate any violation of the code of conduct for department members.** Investigates complaints and accidents involving department personnel, ~~or equipment~~ determines resolution, and recommends an appropriate reply/action to be taken. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Participates in the accounting for the money and assets of the entire department. Reviews divisional operating budgets. Gathers information by compiling and organizing data to prepare the departmental operating budget. Prepares payroll records. Prepares expenditure estimates and Authorizes expenditure of funds allocated for police department operations making sure that such expenditures are in accordance with the budget. Reviews accounting records for mistakes or completeness. Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Reviews and signs purchase requisitions, vouchers for payment or related financial records and sees that such are paid in accordance with departmental policy. Manages the purchase of equipment and supplies in the manner provided by lawful authority. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds.

Oversees the law enforcement functions of the department by supervising subordinate officers who have responsibility for patrol operations, investigative and administrative services, support services, and community outreach. Outlines responsibilities and duties, sets task priorities, identifies long-term goals and establishes deadlines for work to be completed. Reviews work to be done and delegates assignments authority to subordinates. for the more effective operation of the department when such delegation is allowed by law. Holds meetings with subordinates and conducts roll call to provide employees with pertinent information related to policy changes, directives, orders and cancellations, and related information. to receive reports and distribute information or discuss work problems. Supervises employees by discussing work performance with subordinates and discussing performance of subordinates with superiors. Reviews incoming communications and assigns to staff, ensuring that work is routed to the appropriate person or location. Resolves employee complaints and grievances, conducts corrective interviews and recommends disciplinary action to the appointing authority. Administers disciplinary action as directed by the appointing authority. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides on-the-job training for department members. Approves leave. Maintains discipline by recommending disciplinary action and notifying the employee of disciplinary action to be taken. Directs the testing of equipment by subordinates and assures that equipment meets all applicable federal, state, and local standards.

Provides for and ensures that accurate department records are maintained. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required. Writes letters in reply to requests or to address needs of the police service. Supervises the preparation of correspondence in the form of letters or e-mails, in response to requests received by the department or as needed to address departmental problems. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Conducts research to gather and compile information for reports and/or departmental planning. Reviews and analyzes data obtained. Writes narrative reports, as required to present findings or document departmental activities.

Serves as department representative at meetings of civic and professional groups. and to the news media by giving reports, offering advice, releasing information, and answering questions

~~concerning the work of the department.~~ Gathers and compiles information in order to improve public relations programs; recommends needed policy statements or policy changes based on findings. Oversees subordinates who deliver speeches or conduct demonstrations at schools or meetings of citizen's groups. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. 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, releasing information and giving assistance when needed. Maintains a positive public opinion of the department by promoting a positive public image of the work of the department in the daily performance of duties.

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 the 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 promotion, 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.

Must be a regular and permanent employee in the class of Police Captain for at least two (2) years immediately preceding closing date for application to the board.

Assistant Police Chief AX

Original Adoption: 02-21-46

Revision Dates: 02-22-71, 03-12-91, 09-22-93, 06-15-94, 07-08-98, 01-19-05, 03-26-13

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the police department. The Police Chief is directly responsible for the organization and administration of the department, for law enforcement activities, for the supervision of all department personnel, for financial planning and budgeting of funds, for records-keeping, for public relations, and for care and maintenance of all department property and equipment. The employee of this class is also responsible for providing for employee training. The Police Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the Mayor of the City of Alexandria.

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.

Develops management policies, and determines goals and objectives for the department. Organizes the department, creating a structure and deploying manpower in a manner that will best utilize available resources in providing law enforcement services for the community. ~~Reviews incoming communications, making assignments to staff or personally handling matters as required. Oversees the planning, organization, and direction of the department activities involving the uniformed patrol function; traffic and traffic accident investigation; criminal investigation; juvenile operations; and special tactical operations.~~ Oversees the research to be used in the planning for programs and activities of the department and for problem solving.

Oversees the development of methods which may be used to evaluate productivity. Identifies target areas for improvement in productivity and develops and initiates programs and procedures for this. Analyzes the demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. ~~Studies research findings or reviews existing or proposed legislation, regulations, ordinances, and court rulings to decide when new programs or policies are needed or when changes in current structure or operation are required. Monitors any local conditions which may create situations the department may be called upon to handle.~~

Manages the operation of the general accounting system for the department. Prepares a departmental operating budget by reviewing divisional operating budgets and compiling and organizing data. ~~including preparing revenue and expenditure estimates. Authorizes the expenditure of funds allocated for police department operations. Supervises field management of cash used by investigative staff.~~ Oversees the purchasing of equipment and supplies for the department.

Collects and analyzes data to estimate the extent and causes of risk, and develops a risk management program to control losses to the acceptable level. Monitors the results of the risk management program and makes changes in procedures when needed.

Organizes the personnel management functions of the department. Directs the development of a personnel recruitment and selection program in order to ensure that the department can maintain a qualified staff in accordance with federal EEO standards. **Participates in personnel recruitment and selection by** interviewing prospective employees and making recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service laws. **Ensures effectiveness of selection techniques and recruitment programs.**

Manages performance standards for departmental personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Oversees promotional eligibility lists and makes or recommends promotions in accordance with civil service law. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents.

Oversees the supervision of all department personnel. **Reviews work** and delegates assignments to subordinates for the effective operation of the department. Outlines duties and responsibilities, sets task priorities and **long-term goals**. Provides subordinates with the necessary resources to get their jobs done. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs. **Manages employees by resolving employee complaints and grievances. Oversees and evaluates work performance of subordinates. Supervises employees by writing employee evaluation reports, and discussing work performance with subordinates.**

Motivates employees by evaluating their job needs and seeking ways to help better satisfy those needs. Counsels employees who are experiencing work problems. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, notifying the employee of disciplinary action taken and/or **administering disciplinary action as directed**. Oversees departmental training, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Oversees the program of crime prevention and community relations programs.

Establishes departmental policy concerning information management. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Supervises preparation and maintenance of the records and reports of the department. **Prepares correspondence in answer to requests to the department through letters or emails.** ~~Compiles, organizes, and analyzes data needed and writes reports required to document department operations. Writes letters in answer to written or oral~~

~~requests addressed to the police department, or needed to handle police matters. Writes any official department position paper for publication.~~

Promotes a positive public image of the work of the department in the daily performance of duties. ~~Participates in writing speeches and lectures, distributing literature, or conducting demonstrations at schools and meetings of citizen's groups.~~ Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. ~~Plans and directs development and communications of information designed to keep the public informed of department programs, accomplishments, or official position.~~ Works with boards and agencies whose rules and operations affect the police department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. ~~Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Oversees program of crime prevention and community relations. Determines target areas for crime prevention or public education efforts. Utilizes data gathered through departmental records, polls, and surveys in order to identify problem areas. Delivers speeches, lectures, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.~~

Meets employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. ~~Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.~~

~~Oversees the general care, maintenance, and use of department equipment, vehicles, and property. Arranges for repairs and inspects equipment or property after repairs to see that these were properly done. Prepares specifications on new department equipment for public bids. Purchases equipment and supplies for the department.~~

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 the examination.

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

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, 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.

EITHER

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in law enforcement positions, at least five (5) ~~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 a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions which include administrative or supervisory responsibilities for at least five (5) ~~two (2)~~ years. 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.

Police Chief AX

Original Adoption: 02-21-46

Revision Dates: 02-21-46 02-22-71, 03-18-87, 03-12-91, 10-09-91, 06-15-94, 01-20-99,
01-10-01, 01-19-05, 08-11-10, 04-03-1