

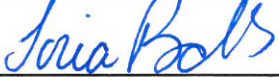
NOTICE OF A PUBLIC HEARING
(NEW CLASSIFICATION)

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

This public hearing will be held on **THURSDAY, MARCH 14, 2024** at 5:00 p.m. at the Public Safety Complex located at 1000 Bolton Avenue, Alexandria, LA.

SEE ATTACHED NEW CLASSIFICATION PLAN

By direction of the chairman:



Toria Banks, Secretary

Post at the all stations February 12, 2024 through March 14, 2024

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

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 incumbents of this class may perform the duties of the Police Chief in the chief's absence. The Deputy Chiefs of Police assist the Police Chief in the planning and development of departmental operations; participate in the personnel management function; perform public relations duties; and oversee the maintenance of departmental records and reports. Employees of this class have the authority to work independently in most areas, reporting directly 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.

Manages the operation of the department, including all employees, operations, services, and determines how the department should be organized. Develops, recommends, or sets management policies, goals, objectives, and procedures for the entire department. Manages and participates in research conducted in order to plan departmental activities and operations. Oversees the organization of the personnel management functions of the department by creating work cycles and deploying available manpower. Provides for the inspection of various services of the department by evaluating effectiveness and directing appropriate action to correct problem areas and improve the efficiency of service.

Promotes a positive public image of the work of the department in the daily performance of duties. Informs the public about police department work by answering questions, making speeches, conducting demonstrations, or by distributing literature when attending public relations events. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. 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.

Oversees development of a personnel recruitment and selection program. Reviews employment applications, develops appropriate interview questions, interviews prospective employees, and makes recommendations for hiring. Manages the 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. Oversees the

maintenance of promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Reviews work to be done and delegates assignments to subordinates. Directs subordinate employees by outlining responsibilities and duties to set expectations for performance. Supervises subordinates by setting task priorities and long-term goals, assigning work schedules and approving leave. Manages employees by holding meetings to receive reports and distribute information or discuss work problems. Evaluates work performance, writes employee evaluations, discusses work performance with subordinates and superiors, and provides assistance in technical areas of work. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Maintains discipline by conducting corrective interviews, recommending disciplinary action to the appointing authority, notifying the employee of disciplinary action to be taken and administering disciplinary action. Resolves employee complaints and grievances. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Participates in the preparation of the departmental operating budget by compiling and organizing information. Reviews divisional operating budgets in order to submit the entire budget for the police department. Manages the accounting of money and assets of the entire department by authorizing expenditure of funds, preparing and signing financial records, reviewing records for mistakes or completeness and verifying account balances. Maintains accurate fiscal records, preparing expense and travel vouchers for employees, preparing federal and state tax reports, issuing monetary payments, providing receipts, processing checks and reviewing all financial statements. Participates in payroll functions by preparing and verifying payroll records. Manages the purchase and inventory of equipment and supplies for the department. Makes recommendations for major purchases. Participates in writing and preparing specifications on new equipment for public bids. Meets with sales representatives to review products and evaluate specifications. Prepares purchase requisitions and orders supplies/equipment, as needed.

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 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 Alexandria Police Department.