

LEESVILLE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

**NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF POLICE CHIEF**

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 Police Chief in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Leesville Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Debbie Werner-Twyman, the Secretary to the Civil Service Board, by calling 337-397-2125. Applications are also available on the Louisiana State Examiner's website at ose.louisiana.gov

Completed applications and the required attachments must be received by the Board Secretary, Debbie Werner-Twyman, no later than 4:00 PM on October 31, 2025. (Please do not drop your application at the Leesville Police Department or City Hall.) Approved applicants will be notified of the exact date, time, and place 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 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 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.

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 experience in law enforcement positions, half of which must have been in a non-military law enforcement position, and at least two (2) years having been in positions which included 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, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of experience in law enforcement positions, half of which must have been in a non-military law enforcement position, and at least two (2) years having been in positions which included 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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must also have at least ten (10) years of experience in law enforcement positions, half of which must have been in a nonmilitary law enforcement position, and at least two (2) years having been in positions which included 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.

Police Chief LE Original Adoption: 07-20-72 Revision Dates: 01-20-78, 10-19-94, 05-02-95, 05-04-95, 05-24-13, 06-04-20

By direction of the chairman:

_____, Secretary

**Post at all Leesville City Hall and at Leesville Police Department
October 3, 2025, through October 31, 2025**

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