

- Conduct investigations and pass upon complaints by or against any officer or employee in the classified service for the purpose of demotion, reduction in position or abolition thereof, suspension, or dismissal of the officer or employee.

Classified employees are also citizens and as such may file written petitions with the board on matters covered in R.S. 33:2537(4) or R.S. 33:2477(4). Other sections of the law covering investigations include: R.S. 33:2544 or R.S. 33:2484; 33:2546 or 33:2486; 33:2549 or 33:2489; 33:2555 or 33:2495; 33:2560(c) or 33:2500(c); 33:2561 or 33:2501 et seq.

REMOVAL OF A BOARD MEMBER

Revised Statutes 33:2536(H) or 33:2476(H) provides for removal of a board member under certain conditions. By judgment of the district court of his domicile, a member may be removed for high crimes and misdemeanors in office, incompetency, corruption, favoritism, extortion, oppression in office, gross misconduct, or habitual drunkenness.

THE CIVIL SERVICE BOARD SECRETARY

Civil service law provides that the office of the board secretary shall be filled in one of the following ways:

- a. The board may elect one of its members to serve as secretary, but he/she shall not be compensated to perform the duties;
- b. The board may appoint the city clerk or secretary-treasurer of the municipality to fill such office ex-officio;
- c. The board may wish to employ a secretary as a part-time employee.
 - i) The secretary's salary shall not exceed twelve-hundred fifty dollars (\$1,250) per month for municipalities with a population of 13,000 or more. [R.S. 33:2476(L).]
 - ii) The secretary's salary shall not exceed seven-hundred fifty dollars (\$750) per month for municipalities with populations between 7,000 and 13,000, and in parishes, and fire protection districts. [R.S. 33:2536(L).]

The secretary serves at the pleasure of the Board. The secretary does not vote in any proceedings *unless* he/she is also a member of the Board.

DUTIES OF THE CIVIL SERVICE BOARD SECRETARY

Listed below are the most common duties of the secretary to the board. However, the board secretary is employed by the board and may be instructed to perform other duties as needed to fulfill the duties and responsibilities of the board. The secretary to the board:

- Schedules civil service board meetings and appeal hearings and prepares all correspondence necessary for meetings as directed by the civil service board. (notifications, agendas, packets, subpoenas, etc.)
- Attends all meetings of the board and appeal hearings, transcribes minutes of its proceedings, and provides the OSE, Governing Authority, and Appointing Authority a copy of the minutes.
- Attends to correspondence directed to the board as instructed by the board.
- Maintains records of all classified fire and police personnel.
- Maintains seniority rosters for the classified fire and police personnel and posts a notice for a public hearing for approval by the board.
- Notifies the OSE to request scheduling of examinations.
- Posts for fire and police civil service examinations in compliance with civil service law as directed by the board.
- Provides individuals with an application for admission to a civil service examination.
- Accepts and reviews applications for fire and police examinations and then brings these before the board for their approval or rejection.
- Notifies applicants of the date and time of the examination(s) that he/she has been approved to take.
- Sends a roll call to the OSE for examinations that have been scheduled.
- Notifies applicants of his/her examination test score after civil service board approval.
- Provides the appointing authority with a certified eligibility list as directed by the board.
- Maintains competitive and promotional employment eligibility list.

- **Accepts reported test scores and applications from any individual who requests that his/her name be added to the board's Fire Communications Officer, Police Communications Officer, Jailer, Secretary to the Chief, and Departmental Records Clerk eligibility lists. Presents these to the board for approval or rejection.**
- **Reports Fire Communications Officer, Police Communications Officer, Jailer, Secretary to the Chief and Departmental Records Clerk test scores to other jurisdictions as requested.**
- **Works with the OSE when revising civil service board classification plans and rules and related civil service board activity.**
- **Posts for a public hearing on proposed classification plan and/or board rule revisions.**
- **Responds to the governing authority, appointing authority, fire and police chief, attorneys, and others regarding board issues as directed by the board.**
- **Completes personnel action forms when required.**
- **Performs other duties as assigned by the civil service board.**

NOTE: Waivers are intended to be used only when it is clear the Board anticipates that will be unable to certify a list of eligibles based upon an inadequate applicant pool. Waivers do not permanently amend qualification requirements. If the Board must consistently waive requirements, it is an indication that the qualification requirements may be too restrictive. It may be necessary to amend the qualification requirements following the statutory procedures for adopting or revising your Board rules.

DISTRIBUTING APPLICATIONS

For the convenience of applicants, the Office of OSE provides fillable/printable versions of both the competitive and promotional applications on our website. These application forms are used by most jurisdictions. However, we have language on our website that states that applicants should contact the civil service board giving the examination for information concerning the application that the jurisdiction prefers. (NOTE: Applications for admission to tests for the classified fire and police service of the City of Kenner must be obtained **ONLY** from the Kenner MFPCS Board.) The OSE suggests that the Board should designate one representative for the Board to be responsible for distributing and collecting applications. In many cases, the Board Secretary may be designated; however, if the Board Secretary is not available during regular business hours, the Board member from the respective department or the Chief's secretary may be designated.

The OSE suggests that a list of required documentation should be attached with each application distributed. This will help the applicant know what will be needed to verify that he/she meets certain requirements for admission to the exam. We suggest also that the posting notice for each competitive and promotional exam should include a list of the necessary documentation needed for verification.

We urge the Board or its designee to avoid denying anyone an application or an opportunity to submit an application. Even when applications are submitted without supporting documentation or with incomplete information, the application should be received, date stamped and made available for review by the Board. Likewise, applications received outside the periods for accepting applications should be received, date stamped, and held on file for submission during the next posting period. In such instances, the individual may be advised to submit another application when the exam is announced again, in order to assure that the applicant's information is current.

ACCEPTING APPLICATIONS

Each fire and police civil service board operates independently under the provisions of the Fire and Police Civil Service Law. The procedures for providing notification of exams and for the period for accepting applications are established by law. For example, no application for admission to an examination may be submitted for

consideration past the deadline date for accepting applications for the exam. The Fire and Police Civil Service Law requires that such applications shall be rejected. However, procedures that are not specifically provided for by law may be established by each Board, and therefore, may vary from Board to Board. Each Board is the final authority on such procedures regarding the submission of applications. The procedures for submitting applications should be clearly stated on posting notices.

Although many Boards accept hand-delivered applications, we suggest that Boards encourage applicants to submit applications by mail to a post office box or drawer designated specifically for the sole use of the Fire and Police Civil Service Board. The OSE encourages the Board to obtain and maintain for its sole use a post office box or drawer in order to receive correspondence that is necessary to effectively conduct its business. The governing authority must provide adequate appropriations to for the Board to procure equipment and furnishings necessary for its operations (R.S. 33:2480 and 33:2540). All applications should be postmarked on or before the last date for accepting applications. Those having a postmark after the deadline must be rejected by the Board for late filing. Such procedures will help to ensure that applications are received directly by the Board. Procedures for accepting hand-delivered applications should be clearly outlined and enforced in order to avoid submission to the wrong party, loss, misplacement or mishandling.

Completed applications are the property of the civil service board and must remain with the civil service board's records. This office recommends that the board maintain these applications on file for a period not less than five (5) years. The board may wish to consult the Secretary of State's Office, Division of State Archives for advice relating to retaining public records. The Division may be contacted at (225) 922-1000. If the appointing authority or department chief requests applications for selection reasons, your Board may provide a copy; however, it must retain the original. Redacting private information, such as social security numbers may be advisable. Such information, if needed, may be directly obtained from the applicant by the appointing authority or the department chief.

STUDY GUIDES and PRE-EXAM BOOKLETS

The OSE provides each Board a pre-examination booklet for each competitive, entry-level examination. In order to contain costs, each Board is asked to duplicate the booklet and distribute a copy upon the request of any applicant. With each scheduling letter for promotional exams, the OSE usually provides a study guide to be duplicated and distributed to applicants according to the promotional exam for which they applied. Study guides for promotional and non-entry level competitive examinations are based on the exam plan, which has been developed from information and data obtained from the most recent job analysis for the respective class of positions. Because the job analysis reflects the duties and responsibilities of incumbents in the positions of each respective classes for which tests are being given, the examination and its study guide is unique to your Board's jurisdiction. Due to the customization of the exam to your Board's jurisdiction, the study guides for these examinations will be forwarded to your Board

APPLICATION PROCESS FOR ADMISSION TO EXAMS

OSE provides a competitive and promotional exam application on our website as a courtesy, however some jurisdictions have developed their own exam application form. The law provides that applicants use "board approved forms" to apply for exams, so it is up to your board to direct applicants to such forms and instruct them to attach documents proving that they meet the exam requirements.

The board meeting to review applications for exams should be scheduled as soon as possible after the posted deadline for accepting applications.

BEFORE THE MEETING:

During the application period, the board's designee will receive applications and the required attachments for exams on the forms and in the manner provided for by your board (mail, fax, hand-delivered, etc.) Typically, the board secretary will be designated to accept applications on behalf of the board. Keep in mind that someone from your board should be available to answer or return phone calls from applicants who have questions about the process. Upon receipt, each application and all attachments should be date stamped by the designated recipient to document whether it was received before or after the posted application deadline.

In an effort to stay organized, and especially if your board is advertising more than one exam at a time, you may want to create multiple file folders to hold the applications received. For example, one folder for District Fire Chief applications, one for Police Captain, etc. You may also wish to establish additional folders to segregate applications which the board will approve for testing from those which the board will reject.

The board will determine whether you should "pre-screen" the applications for missing documents that prove eligibility. If the board determines that you should review the applications prior to the meeting, they should also establish a policy regarding whether you contact each applicant to advise that needed documents are missing or illegible. We suggest an "all or none" approach, where the board will either instruct you to contact ALL applicants who are missing documents or to contact NONE of the applicants missing documents. This way all applicants are treated equally.

Prior to the board's review, you may place a post-it note on those applications which appear to be missing documents (proof of citizenship, driver's license, etc.), or which were received after the application deadline. You should never refuse to accept an application, even if it appears to be missing documents or has been turned in after the application deadline. Advise that the application deadline has passed or that application is missing required documents, but should still accept it and bring it before

the board for a vote. Only a quorum of the board may approve or reject an exam application.

In order for the board to review each application at a board meeting, it is helpful if you print out the current classification plan for each class to be tested, so they may verify the qualifications each applicant must meet. For promotional exam applications, the board will need access to the employment history of each applicant, including promotion and confirmation dates.

Just as you would for all meetings, you will post and include on the agenda that the board will review exam applications at this meeting.

DURING THE MEETING:

Once the application deadline passes, sort and bring every application received to the next civil service board meeting for review. You will also bring a copy of the qualification requirements for each exam applied for and employee history of promotions for promotional examinations.

At the meeting, the board will review each application and vote to approve or reject each application for each examination. After the board votes, place the applications into a set of organizational folders, segregated by class title and whether the applicant was approved or rejected, marking each application accordingly.

If the board reviews an application from someone requesting accommodations in accordance with ADA (Americans with Disabilities Act) guidelines, the application must still be reviewed and either approved or rejected based on the exam requirements. Please contact OSE immediately for additional instructions on applicants who request ADA accommodations.

AFTER THE MEETING:

You will send the OSE a roll call list of approved applicants for each exam. See Appendix #6. OSE requests a separate roll call for each exam, listing the names in alphabetical order, including the race and sex of each applicant. Please *do not* list the applicants' social security number, birth date or home address on the roll call document.

Once the OSE receives the certified roll call of approved applicants, we will contact you in order to schedule a date and test site location for our office to administer the exam(s). Once there is an agreed upon testing date and location, you will receive an email from the OSE reflecting all this information.

Please note, when securing a testing site, be aware of any activities that may be in or around the building/room which could be disruptive to the testing environment such as a large event going on in the same building, construction inside/outside the

and shall be conducted in accordance with the above and foregoing rules and Civil Service Law in general.

RULE X

APPLICATION FOR ADMISSION TO TEST

SECTION 1: Test for entry upon promotional and competitive employment list shall be advertised for and administered in accordance with R.S.33:2492 of Civil Service Law. Test for entrance upon competitive employment list may be given as the needs of the service require as determined by the civil service board. Test for entry upon promotional employment list may be given after existing list is twelve (12) months old and not yet expired and shall be given at least one time during each succeeding period of eighteen (18) months. The initial list shall be used until expiration or exhaustion in hiring practices.

SECTION 2: Applications for admission to tests on board approved forms, will be received by those individuals designated by the board at any time before final date for receiving applications. Every applicant for entry-level examinations must file with the application proof of voter registration, age, and applicable educational background. Approved applicants will be notified at least five (5) days in advance of the date fixed for the exam. Individuals designated to receive applications will forward such applications to the board secretary and shall be kept as permanent record of the board in accordance with Civil Service Law.

SECTION 3: Competitive employment lists shall be maintained by the board for eighteen (18) months. Promotional employment lists shall be maintained by the board for forty-eight (48) months.

SECTION 4: Admission to tests shall be governed by provisions of R.S.33:2493 of Civil Service Law and the qualification requirements of the classification plan.

In the event of a demonstrated need for an eligibility

list, the board may waive any requirements in the classification plan in order to establish a qualified pool of applicants for testing. A demonstrated need is established when an active provisional appointment exists in the classification to be tested and it is anticipated that an adequate list cannot be established under existing rules.

SECTION 5: When results of any examination are furnished to the board by the State Examiner, the Chairperson shall forthwith call the board for a special meeting for approval thereof. Employment list shall become effective upon approval of and by a majority of the board and filing of the same by the Board with the State Examiner.

SECTION 6: Any applicant requesting the board to accept scores from later sitting for any examination of the Police Department must be made within thirty (30) days of the called examination date of the City of Hammond. Exception may be made only by a vote of 2/3 of the board.

RULE XI

DISTRIBUTION OF BOARD RULES

SECTION 1: A copy of the board rules shall be distributed to each board member, governing body one (1) copy, Police Chief and Fire Chief one (1) copy each and police and fire station bulletin boards one (1) copy.

SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XII

LEAVES OF ABSENCE, HOLIDAYS, AND BOARD RULES

SECTION 1: Leaves of Absence - Police and Fire

A. Leaves of absence are classified as follows:

1. Leave of absence with pay
2. Leave of absence without pay

ACT No. 230

2024 Regular Session

HOUSE BILL NO. 739

BY REPRESENTATIVE FONTENOT

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AN ACT

To amend and reenact R.S. 33:2481.4(C)(1), 2491(introductory paragraph) and (I), 2492(2) and (11), 2494(A) and (D), 2496(1)(a)(i) and (iii), 2541.1(C)(1)(b)(i), 2551(introductory paragraph) and (9), 2552(1)(a) and (c), (2), and (11), 2554(A) and (D), and 2556(1)(a)(i) and (iii) and to enact R.S. 33:2481(B)(7) and 2541(B)(6), relative to the municipal fire and police civil service; to provide relative to certain positions in the classified service; to provide relative to the establishment and maintenance of employment lists; to provide relative to tests administered by the state examiner; to provide relative to the certification and appointment of eligible persons; to provide that certain officers, employees, and positions are in the unclassified service; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 33:2481.4(C)(1), 2491(introductory paragraph) and (I), 2492(2) and (11), 2494(A) and (D), 2496(1)(a)(i) and (iii), 2541.1(C)(1)(b)(i), 2551(introductory paragraph) and (9), 2552(1)(a) and (c), (2), and (11), 2554(A) and (D), and 2556(1)(a)(i) and (iii) are hereby amended and reenacted and R.S. 33:2481(B)(7) and 2541(B)(6) are hereby enacted to read as follows:

§2481. Classified and unclassified service

* * *

B. The unclassified service shall comprise the following:

* * *

(7) All officers, employees, and positions with primary duties that include wellness, mental health, or physical fitness.

* * *

CODING: Words in ~~struck through~~ type are deletions from existing law; words underscored are additions.

1 location for where such tests are to be held and the final date on which applications
 2 for admission to the test will be received. This notice of examination shall reveal the
 3 exact date on which the test shall be administered. However, all applicants shall be
 4 advised of the time and place to report for an announced test at least five days in
 5 advance in any manner the state examiner may prescribe. ~~The state examiner shall~~
 6 ~~provide for online entrance firefighter and entrance police testing as provided for in~~
 7 ~~this Section by Fiscal Year 2022.~~

8 (b) As may be necessary from time to time, the state examiner may call for
 9 and administer examinations for the entrance classifications of firefighter, police
 10 officer, secretary to the chief, departmental records clerk, jailer, and for the entrance
 11 classes for positions of which the operation and maintenance of a radio, alarm, or
 12 signal system for the fire or police service is the primary duty. Tests may be
 13 administered at the discretion of the state examiner in any municipality, parish, or
 14 fire protection district to which this Part applies. ~~Official notification shall not be~~
 15 ~~made to the extent required under Paragraph (1) of this Section; however, public~~
 16 ~~notice shall be published at least four times during a thirty-day period in the official~~
 17 ~~journal of the state of Louisiana and may be posted on the bulletin board in each~~
 18 ~~station of the respective department. This notice of examination need not state the~~
 19 ~~exact date on which tests shall be administered, but all applicants shall be advised~~
 20 ~~of the date, place, and time to report for an announced test at least five days in~~
 21 ~~advance thereof in any manner the state examiner may prescribe.~~

22 * * *

23 (11) Each applicant who makes a passing score on a test administered by the
 24 state examiner under the provisions of Paragraph (2) of this Section shall be advised,
 25 in any manner the state examiner prescribes, of his final score. ~~Except for the~~
 26 ~~positions of entrance firefighter and entrance police officer, such score may be~~
 27 ~~reported and approved by the board under the provisions of R.S. 33:2491(I). The~~
 28 ~~original eligibility of an applicant under the provisions of this Paragraph shall be the~~
 29 ~~period of not more than eighteen months after the date on which the signature of the~~
 30 ~~state examiner was affixed to his notification of score.~~

31 * * *

1 §2494. Certification and appointment

2 A.(1) Except for the positions of entrance firefighter, ~~and entrance police~~
3 ~~officer, entrance jailer, secretary to the chief, departmental records clerk, and for the~~
4 ~~entrance classes for which the operation and maintenance of radio, alarm, or signal~~
5 ~~systems for the respective fire or police service is the primary duty~~, whenever the
6 appointing authority proposes to fill a vacancy in the classified service, except by
7 demotion, transfer, emergency appointment, or by substitute employment not to
8 exceed thirty days, he shall request the board to certify names of persons eligible for
9 appointment to the vacant position. The board shall thereupon certify in writing the
10 names of eligible persons from the appropriate employment list, and the appointing
11 authority shall, if he fills the vacancy, make the appointment as provided by this
12 Section.

13 (2) Whenever the appointing authority proposes to fill a vacancy in entrance
14 ~~level firefighter, and entrance level police officer, entrance jailer, secretary to the~~
15 ~~chief, departmental records clerk, and for the entrance classes for which the~~
16 ~~operation and maintenance of radio, alarm, or signal systems for the respective fire~~
17 ~~or police service is the primary duty~~, he shall request the state examiner to certify
18 names of persons eligible for appointments to the vacant position. The state
19 examiner shall certify in writing the names of eligible persons from the appropriate
20 list, and the appointing authority shall, if he fills the vacancy, make the appointment
21 as provided by this Section.

22 * * *

23 D. Certification and appointment from the competitive list shall be limited
24 to those conditions and classifications for which the competitive test may be given
25 as provided by R.S. 33:2492. Upon the appointing authority's request for the
26 certification of eligible persons from which he may fill a vacancy, and if the
27 competitive list is the appropriate list from which the names of eligible persons shall
28 be certified, the board or the state examiner shall certify the names of the persons
29 upon that list, in the order in which they appear thereon, for the class in which the
30 vacancy is to be filled. The appointing authority shall select and appoint to the first

1 vacancy to be filled; any one of the persons so certified to him for the vacancy. In
 2 making appointments to entrance firefighter, ~~and entrance police officer, entrance~~
 3 ~~jailer, secretary to the chief, departmental records clerk, and for the entrance classes~~
 4 ~~for which the operation and maintenance of radio, alarm, or signal systems for the~~
 5 ~~respective fire or police service is the primary duty, the appointing authority shall~~
 6 verify the applicant meets the minimum qualifications as established by the board.
 7 Additionally, in making such appointment to entry-level positions, the appointing
 8 authority shall give a preference to Louisiana residents. If any one or more persons
 9 so certified should refuse the appointment, the appointing authority shall then select
 10 and appoint any one of the remaining persons certified by the board or the state
 11 examiner. This procedure shall be followed until the position has been filled by
 12 appointment of one of the persons certified from the list and willing to accept the
 13 appointment, or until each person whose name appears upon the list has in this
 14 manner been certified for the vacancy.

15 * * *

16 §2496. Temporary appointments

17 Temporary appointments may be made to positions in the classified service
 18 without the appointees acquiring any permanent status therein, as follows:

19 (1)(a)(i) Except for a vacancy in the classes of entrance firefighter, ~~or~~
 20 ~~entrance police officer, entrance jailer, secretary to the chief, departmental records~~
 21 ~~clerk, and for the entrance classes for which the operation and maintenance of radio,~~
 22 ~~alarm, or signal systems for the respective fire or police service is the primary duty,~~
 23 when a vacancy is to be filled in a position of a class for which the board is unable
 24 to certify names of persons eligible for regular and permanent, or substitute,
 25 appointment, the appointing authority may make a provisional appointment of any
 26 person considered qualified. Whenever practicable, the appointment should be made
 27 by the provisional promotion of an employee of a lower class. A provisional
 28 appointment shall not continue for more than three months. No position in the
 29 classified service shall be filled by one or more provisional appointments for a period
 30 in excess of three consecutive months and successive like periods shall not be

1 notice shall be posted for a continuous period of ten days preceding the date for
 2 administering the tests.

3 * * *

4 (c) For the testing of entrance firefighter, and the entrance police officer,
 5 entrance jailer, secretary to the chief, departmental records clerk, and for the entrance
 6 classes for which the operation and maintenance of radio, alarm, or signal systems
 7 for the respective fire or police service is the primary duty testing, the state examiner
 8 shall publish notice on his website for ~~ten-day notice of~~ ten days regarding the
 9 location for where such tests are to be held and the final date on which applications
 10 for admission to the test will be received. This notice of examination shall reveal the
 11 exact date on which the test shall be administered. However, all applicants shall be
 12 advised of the place and time to report for an announced test at least five days in
 13 advance in any manner the state examiner may prescribe. ~~The state examiner shall~~
 14 ~~provide for online entrance firefighter and entrance police testing as provided for in~~
 15 ~~this Section by Fiscal Year 2022.~~

16 (2) As may be necessary from time to time, the state examiner may call for
 17 and administer examinations for the entrance classifications of firefighter, police
 18 officer, secretary to the chief, departmental records clerk, jailer, and for the entrance
 19 classes for positions of which the operation and maintenance of a radio, alarm, or
 20 signal system for the fire or police service is the primary duty. Tests may be
 21 administered at the discretion of the state examiner in any municipality, parish, or
 22 fire protection district to which this Part applies. ~~Official notification shall not be~~
 23 ~~made to the extent required under Paragraph (1) of this Section; however, public~~
 24 ~~notice shall be published at least four times during a thirty-day period in the official~~
 25 ~~journal of the state of Louisiana and may be posted on the bulletin board in each~~
 26 ~~station of the respective department. This notice of examination need not state the~~
 27 ~~exact date on which tests shall be administered, but all applicants shall be advised~~
 28 ~~of the date, place, and time to report for an announced test at least five days in~~
 29 ~~advance thereof in any manner the state examiner may prescribe.~~

30 * * *

1 (11) Each applicant who makes a passing score on a test administered by the
 2 state examiner pursuant to Subparagraph (1)(c) or Paragraph (2) of this Section shall
 3 be advised, in any manner the state examiner prescribes, of his final score. ~~Except~~
 4 ~~for the positions of entrance firefighter and entrance police officer, such score may~~
 5 ~~be reported and approved by the board under the provisions of R.S. 33:2551(9). The~~
 6 ~~original eligibility of an applicant under the provisions of this Paragraph shall be the~~
 7 ~~period of not more than eighteen months after the date on which the signature of the~~
 8 ~~state examiner was affixed to his notification of score.~~

* * *

9
10 §2554. Certification and appointment

11 A.(1) Except for entrance firefighter, and entrance police officer, entrance
 12 jailer, secretary to the chief, departmental records clerk, and for the entrance classes
 13 for which the operation and maintenance of radio, alarm, or signal systems for the
 14 respective fire or police service is the primary duty, whenever the appointing
 15 authority proposes to fill a vacancy in the classified service, except by demotion,
 16 transfer, emergency appointment, or by substitute employment not to exceed thirty
 17 days, he shall request the board to certify names of persons eligible for appointment
 18 to the vacant position. The board thereupon shall certify in writing the names of
 19 eligible persons from the appropriate employment list, and the appointing authority
 20 shall, if it fills the vacancy, make the appointment as provided by this Section.

21 (2) Whenever the appointing authority proposes to fill a vacancy in entrance
 22 ~~level firefighter, or entrance level police officer, entrance jailer, secretary to the~~
 23 ~~chief, departmental records clerk, and for the entrance classes for which the~~
 24 ~~operation and maintenance of radio, alarm, or signal systems for the respective fire~~
 25 ~~or police service is the primary duty,~~ he shall request the state examiner to certify
 26 names of persons eligible for appointments to the vacant position. The state
 27 examiner shall certify in writing the names of eligible persons from the appropriate
 28 list, and the appointing authority shall, if he fills the vacancy, make the appointment
 29 as provided by this Section.

* * *

1 D. Certification and appointment from the competitive list shall be limited
2 to those conditions and classifications for which the competitive test may be given
3 as provided by R.S. 33:2552(7). Upon the appointing authority's request for the
4 certification of eligible persons from which it may fill a vacancy, and if the
5 competitive list is the appropriate list from which the names of eligible persons shall
6 be certified, the board or the state examiner shall certify the names of the persons
7 upon that list, in the order in which they appear thereon, for the class in which the
8 vacancy is to be filled. The appointing authority shall select and appoint to the first
9 vacancy to be filled any one of the persons so certified to it for the vacancy. In
10 making appointments to the positions of entrance firefighter, ~~and entrance police~~
11 ~~officer, entrance jailer, secretary to the chief, departmental records clerk, and for the~~
12 entrance classes for which the operation and maintenance of radio, alarm, or signal
13 systems for the respective fire or police service is the primary duty, the appointing
14 authority shall verify the applicant meets the minimum qualifications as established
15 by the board. Additionally, in making such appointment to entry-level positions, the
16 appointing authority shall give a preference to Louisiana residents. If any one or
17 more persons so certified refuses the appointment, the appointing authority then shall
18 select and appoint any one of the remaining persons certified by the board or the
19 state examiner. This procedure shall be followed until the position has been filled
20 by appointment of one of the persons certified from the list and willing to accept the
21 appointment, or until each person whose name appears upon the list has in this
22 manner been certified for the vacancy.

23 * * *

24 §2556. Temporary appointments

25 Temporary appointments may be made to positions in the classified service
26 without the appointees acquiring any permanent status therein, as follows:

27 (1)(a)(i) Except for a vacancy in the classes of entrance firefighter, ~~or~~
28 ~~entrance police officer, entrance jailer, secretary to the chief, departmental records~~
29 clerk, and for the entrance classes for which the operation and maintenance of radio,

