

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
POSTING NOTICE FOR A PROMOTIONAL EXAMINATION
J A I L SUPERINTENDENT**

A written examination will be given **within next ninety (90) days**, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of **Jail Superintendent** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application forms may be obtained from but must be returned to: Shreveport Municipal Fire and Police Civil Service Board located at 7300 Mansfield, Shreveport, Louisiana, 71108. Office phone: 318-673-6719, Fax number: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by **DEADLINE DATE OF TUESDAY, DECEMBER 16, 2025 (OFFICE CLOSE AT 5PM/FAX UNTIL MIDNIGHT.)** Approved applicants will be notified at least five (5) days prior to the examination date.

NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.

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 selection, but before beginning work in this class, must pass a medical 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 be a regular and permanent employee in the class of Jailer III. Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.). Must have successfully completed EITHER one of the following: National Sheriff's Association Corrections Officer Supervisory Course OR American Corrections Association Correction Officers Supervisory Course. Must have a minimum of five years' experience in a paid correction officer position.

AS A REMINDER, PLEASE FILL OUT THE PROMOTIONAL APPLICATION

Copies of the following **MUST BE ATTACHED** to your application for it to be considered:

Proof of Departmental approved Corrections Officer certification (P.O.S.T)

Proof of Successfully completed EITHER one of the following: National Sheriff's Association Corrections Officer Supervisory Course OR American Corrections Association Correction Officers Supervisory Course.

(APPLICATIONS MUST INCLUDE:)

- A. Class Title of your current position
- B. Date of probational appointment to this class
- C. Date of confirmation in this class

Carol L. Nicholas

Secretary, Fire and Police Civil Service Board

Lt. Michael Carter Ph. D

Chairman ~ Fire and Police Civil Service Board

POST THIS NOTICE FROM DECEMBER 5, 2025, THROUGH DECEMBER 16, 2025
DO NOT REMOVE BY ORDER OF
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST AT ALL POLICE STATIONS