

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records; supervise the care and maintenance of assigned equipment, property, and supplies; and perform and supervise law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by the Deputy Chief of Police. This class ranks directly below that of 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.

Manages the operation of an assigned police department section or division and participates in developing procedures to accomplish aims of that section or division. Sees to the deployment of available man-power in the most cost-efficient manner. Inspects and evaluates the assigned services of the department and makes recommendations for improvement. Monitors local conditions to which the department may have to respond. Promotes a positive image of the department through contact with the public in the daily performance of duties.

Supervises the preparation of records, reviewing those completed by subordinates. Prepares records required to document the activity of assigned divisions. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Delegates work assignments to subordinates for the effective operation of the department. Holds meetings to receive reports and disseminate information. Inspects the appearance of assigned personnel and equipment. Approves leave. Evaluates work performance of subordinates. Counsels employees who are experiencing work problems and handles employee complaints.

Supervises the general care, maintenance, and use of assigned department equipment, vehicles, and property. Inspects equipment after repairs to see that repairs were properly accomplished. Maintains inventory control of supplies and equipment. Purchases equipment and supplies, keeping such purchases within the established budget.

Oversees assigned law enforcement functions of the department, which may include patrol, traffic control and accident investigation, special operations , or criminal investigation.

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 Louisiana driver's license.

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

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