

**POLICE LIEUTENANT**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Employees of this class are responsible for overseeing the preparation and maintenance of division records and reports, supervising the care and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Captain. This class ranks immediately below that of Police Captain.

**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.

Supervises and assists in the management of the operations of an assigned division, unit, section or platoon, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, juvenile operations, jail, training, administrative support, or other specialized division. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Conducts inspections of assigned services and evaluates the effectiveness of assigned services. Takes appropriate action to correct problem areas or recommends changes in operational procedures and policies. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Participates in a personnel recruitment and selection program for the department by performing background investigations on candidates and by keeping records of information collected on applicants. Reviews incoming communications and routes work to the appropriate person or location.

Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or service. Participates in conferences, conventions,

and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises subordinate police department employees by reviewing work to be done and outlining responsibilities and duties. Sets work schedules and approves leave. Holds meetings to receive reports and disseminate information. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Acts as a department representative to the news media, releasing information and answering questions concerning the work of the department. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems and assists in developing a community relations program to meet identified community needs. Assists in producing instructional materials to be used in crime prevention and other community relations programs within the community.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for maintaining such. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Gathers, analyzes, and organizes information for assigned reports and writes reports. Prepares forms, records, and memoranda as required to document the activity of the assigned division. Prepares correspondence related to departmental operations, and in response to inquiries. Uses the department's computer information system to enter/update/retrieve data relating criminal activity for use in solving crimes.

Participates in the general care, maintenance, purchase, repairs, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains equipment

and arranges for needed repairs or maintenance. Inspects facilities, property, or equipment after repair and maintenance to assure that the work was properly accomplished. Prepares and evaluates specifications on new police department equipment for public bids. Reviews products to be purchased by meeting with sales representatives. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority. Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records, which may include paying invoices.

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 test.

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 have a valid Louisiana driver's license.

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

MC	11-13-62
Rev	06-06-91
	08-12-93
	01-05-95
	10-28-99
	01-18-01
	11-26-03
	03-11-04
	10-28-10