

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting in the management of an assigned function of police department operations. Employees of this class assist superior officers with administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records and reports required to document department activity, 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 Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

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 assigned functions of the department and participates in developing procedures to accomplish the aims of the division, section, or service being supervised. Deploys available manpower in a manner that most effectively provides the required services while minimizing expense. Conducts inspections of subordinate police department employees making sure that the goals and standards of the department are being met. Monitors local conditions which may create situations the department may be called upon to handle. Assists superior officers in internal affairs review process to investigate violations of the code of conduct for department members.

Reviews reports and evaluates the work of subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Sets work schedules and approves leave. Provides on-the-job training for department members, including providing assistance in technical areas of work. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Reviews incoming communications, making assignments or routing work to the appropriate person or location. Supervises the

preparation and maintenance of departmental records and reports, and inspects systems and facilities for maintaining such. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Records pertinent information on logs relating to daily work activities, time usage, vehicle mileage or maintenance, crimes and suspects. Gathers and compiles information, analyzes data, and communicates all relevant information required by preparing comprehensive narrative reports.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Serves as an official department representative at required meetings. Writes and delivers speeches, lectures, or demonstrations on crime prevention or related law enforcement topics.

Provides assistance to subordinates assigned to patrol in an assigned area, or to subordinates responding to crimes in progress. Stops and questions individuals who appear to be acting suspiciously; engages in armed encounters when required; physically disarms suspects; makes arrests; uses police radio to relate location or to request back-up. Protects the crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Provides or obtains medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Conducts criminal investigations. Searches for, identifies, collects, labels, and preserves evidence, using appropriate procedures for protecting the chain of possession. Interrogates suspects and interviews crime victims and witnesses to crime. Draws crime scene sketches; makes photographic documentation of the crime scene; and follows appropriate procedures and techniques for gathering fingerprint evidence. Secures and executes arrest and search warrants. Performs surveillance. Communicates with District Attorney's Office about investigations in progress, and pending cases. Prepares for court testimony, and testifies in court.

Participates in juvenile operations. Takes juvenile offenders into custody; interrogates juveniles using established procedures; and explains the law and penalties for alleged offenses to juvenile offenders and their guardians. Investigates crimes by and against juveniles. Confers with court officials about detention, court procedures, and disposition of cases.

Participates in Incident Command System by serving as an officer, group supervisor, or unit leader over a specified function. Supervises disaster control activities, responses to bomb threats, and crowd control activities.

Supervises the procedures for booking arrested persons, including search; confiscation, recording, and proper storage of suspect's personal property; fingerprinting, and photographing.

Supervises the general care, maintenance, and use of assigned department equipment, vehicles, and property. Obtains cost estimates for the repair and maintenance of equipment.

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.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least one (1) year.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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.