

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. Police Lieutenants participate in the personnel management function of the department, including conducting internal affairs investigations and background checks on applicants. Employees of this class are responsible for supervising the care, maintenance, 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 an Assistant Police Chief. This class ranks immediately 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 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 tactical operations, criminal investigation, 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. 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. 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. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents.

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 with subordinates 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. 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. Develops a community relations program to meet identified needs of the community.

Writes clear and comprehensive narrative reports on incidents. Gathers, analyzes, and organizes information in order to writes letters and reports. Prepares correspondence to answer written or oral requests or as needed to handle departmental problems. Reviews incoming communications and routes work to the appropriate person or location. Enters and retrieves data on wanted persons, criminal histories, and stolen or missing property.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains equipment by arranging for needed repairs or maintenance. 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.

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.

After offer of promotion, but before beginning work in this class, must pass a standardized 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.