

Summary of Duties: Plans, organizes and directs the work of sworn and civilian employees engaged in the operation of an assigned watch or a 24-hour team in a police division or an investigational unit or detail; commands a specialized division or section; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The work of a Police Lieutenant is distinguished from that of a Police Captain in that the latter has complete responsibility for police services in a geographic area or division. A Police Lieutenant only has responsibility for police services within a specified portion of a Captain's geographic area or commands a team of investigative and uniform personnel involved in the investigation of various types of crimes, providing auxiliary services in a headquarter's station, or investigating specific high-incidence crimes in a specified area. Incumbents in the class of Police Lieutenant are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties: Commands the activities of a police team consisting of investigative and uniformed personnel who are involved in crime prevention as well as the investigation of various types of crimes, specialized investigations, or providing auxiliary services; coordinates community relations activities; and has 24-hour responsibility for delivering police services in an assigned team area; may be assigned watch shift in the absence of the Police Captain; commands a special detail such as a vice unit or traffic accident investigation unit; plans, lays out, and assigns work to police officers; deploys the forces of a watch or team in accordance with special needs and conditions; makes field inspections of police personnel, equipment and buildings in a division or unit; conducts and attends a variety of meetings with Department personnel and the community, answers questions from the press and news media; studies crime trends, police and community needs.

May assume responsibility for all personnel and equipment in a division during an assigned watch shift or as a leader of a 24-hour team; supervises the maintenance of a police station; may instruct and advise Police Officers in patrol or traffic work and in methods and procedures of law enforcement, crime prevention, and related police work; advises in the conduct of investigations and checks and reviews results; may take personal charge of the investigation of the more complex or sensitive cases; writes summary of complaint investigation findings including recommendation regarding the validity of the complaint and any penalty if one is warranted ; responds to calls from other agencies regarding the misconduct of

an officer, gathers information, and makes Department notifications.

In difficult situations, may interview the public and determine action to be taken; reviews and approves reports and records, including crime and arrest reports and records; supervises the receipt, booking, and custody of prisoners and personal property in a division station; and coordinates the work of a functional unit with that of a line division and devises procedures and methods to increase the efficiency of the unit; may be assigned to emergency preparedness activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Qualifications:

A Good Knowledge of:

- o Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons, the preparation and presentation of evidence in criminal cases, and the elements of criminal offenses. d
- o Organization, responsibilities, functions, procedures, and limitations on authority of the Police Department, including the techniques and procedures of police record keeping and the kinds of crime data which are available. d
- o Responsibilities of the Police Department with regard to control of disasters and other emergencies. o
- o Safety principles and practices.
- o Public relations techniques.
- o Supervisory principles and practices including: planning, delegating and controlling the work of subordinates. g
- o Techniques of training, instructing and evaluation of subordinate work performance. o f
- o Techniques for counseling, disciplining, and motivating subordinate personnel. g
- o Procedures for grievance handling.
- o Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program. e

A Working Knowledge of :

- o Accepted principles and practices of police science and administration.
- o Memoranda of understanding as they apply to subordinate personnel.

A General Knowledge of :

- o The provisions of the United States Constitution, the Constitution of California, the City Charter, and Civil Service Commission Rules.
- o Organization, jurisdiction, and functions of the laws of enforcement and social welfare agencies of the United States government, State of California, County of Los Angeles, City of Los Angeles, and other public and private agencies which have duties and activities related to those of the Police Department.
- o City personnel rules, policies and procedures.

The Ability to:

- o Analyze and interpret crime data and other technical information in the field of police administration.
- o Analyze situations and to adopt quick, effective, and reasonable courses of action.
- o Communicate orally, one-to-one or in a group, with officers, supervisors, Department management and the public.
- o Plan, organize and conduct meetings.
- o Obtain information through interview and interrogation and to take appropriate police action.
- o Supervise, instruct and advise police officers in all pertinent phases of law, police work, and crime detection.
- o Plan and implement team crime prevention programs.
- o Analyze and write clear and comprehensive reports.
- o Establish and maintain a work environment to enhance both employee morale and productivity.
- o Apply sound supervisory principles and techniques.
- o Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements: Two years as a Police Sergeant or Police Detective, one year of which must have been in a supervisory capacity, in the Los Angeles Police Department. Supervisory capacity is defined as having full-time line responsibility over other personnel in the performance of their duties, assigning work to and reviewing the work of subordinates, and completing personnel rating reports. Functional responsibility for personnel at crime scenes does not meet the definition of supervisory experience.

License: A valid California driver's license is required.

Physical Requirements: Candidates for Police Lieutenant must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.