

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

7-8-88

POLICE COMMANDER, 2251

Summary of Duties: Assists the commanding officer of a bureau and has functional responsibility over all bureau activities; performs staff duties in the Office of the Chief of Police; directs the activities of large numbers of Department personnel in field activities; and does related work.

Distinguishing Features; The duties of Police Commander may be staff or line in nature and involve the inspection evaluation of personnel, equipment, and operations of a unit of the Police Department and the command of a major segment of the police operation. A Police Commander may assume immediate command supervision to meet major field emergencies and may act as assistant to a bureau commander or a bureau commander in the latter's absence. An employee of this class acts in an advisory capacity to personnel of subordinate ranks and as liaison officer between operating units and administrative officers of the Departments.

A Police Commander frequently represents a bureau of the Police Department at various civic and governmental functions and acts as liaison officer between the Police Department and other government agencies and civilian organizations.

Examples of Duties: Conducts field inspections of the operations of geographic areas or divisions, or of specialized or support divisions and of other specialized operations to check for compliance with established policies, practices, and procedures; evaluates operating efficiency and adequacy of service; transmits and explains changes in orders, procedures, and policy, and practices; secures uniformity of practice and procedure between the various units of field and functional operations;

May conduct inspections of the operations of investigative divisions for compliance with established policies, practices, and procedures; consults with and directs subordinate officers in conducting investigations and advises as to effective practices and procedures in specific situations and conditions; checks the efficiency with which subordinates perform their duties to facilitate assignment of personnel in the interest of harmony and efficiency; inspects and recommends assignment of available equipment to divisions on the basis of need and urgency; assumes command of cases of major importance which present new and unusual problems and complications; plans activities which involve the cooperation and coordination of several divisions, teams or units; confers with supervisors and other officers of the Department in the preparation of recommendations on policy and in the development and establishment of practices and procedures;

Acts as assistant to the commanding officer of a bureau and exercises line or functional authority in directing and supervising the performance of the functions of the bureau; conducts special investigations of situations involving the conduct of personnel; assists in the development of plans, methods, and procedures to increase the efficiency of functional units of the Department; conducts investigations into the practicability of proposed changes in organization and operating practices; prepares complete and comprehensive reports of inspection, research, or investigation concerning operating practices and procedures;

Conducts staff inspections of all units of the Department for the Chief of Police; acts in a advisory capacity to the Chief; provides the Chief with operational information; and serves as press relations officer for the Chief.

Qualifications: A good knowledge of the Constitution of the United States and of the Bill of Rights; a good knowledge of the Constitution of the State of California, with emphasis on the police powers of the state and the grant of like power to a municipal corporation within that state; a good knowledge of the principles and practices in police science, administration, and operation as they apply to patrol, investigation, traffic control and safety, juvenile welfare, custody of persons and property, and technical and administrative service activities; a good knowledge of the provisions of criminal law which relate to searches and seizures, arrest and custody, and the gathering and presentation of evidence; a good knowledge of administrative law as applied to police administration; a good knowledge of the Charter provisions and Civil Service Commission Rules relating to the Police Department; a good knowledge of the organization and procedures of the Los Angeles Police Department; a working knowledge of the legal basis, general organization, and functions of the federal, state, and local governments and of other agencies whose working activities are related to those of the Police Department; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; the ability to describe the elements of crime; the ability to write clear and concise recommendations and reports, including the preparation of charges preferred against members of the Los Angeles Police Department for trial before a Board of Rights; the ability to instruct and direct subordinates, plan and coordinate their work, and discover and take appropriate and corrective action against inefficiency and unsatisfactory performance; and the ability to detect weaknesses in organization, deployment or operations through inspections or analysis of reports and to plan improvements and put them into effect._

One year of experience as a Police Captain in the Los Angeles Police Department.

Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 109 of the Los Angeles Charter.

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

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

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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.