



## CLASS SPECIFICATION

12/13/2012

MUNICIPAL POLICE LIEUTENANT, 3198

**Summary of Duties:** A Municipal Police Lieutenant is a second level peace officer supervisor, may be assigned to plan, organize or direct the work of sworn and civilian employees engaged in the operation of an assigned watch, specialized section or unit; commands sworn and security personnel engaged in Citywide patrol and emergency response, wildland fire, and search and rescue operations at major regional parks, security technology consulting, design, and installation at facilities Citywide, and overseeing contract administration for City-wide contractual security services; assesses law enforcement and security needs, applies sound supervisory and management principles and techniques in building and maintaining an effective work force, fulfills equal employment responsibilities, and does other related work.

**Distinguishing Features:** The work of a Municipal Police Lieutenant is distinguished from that of a Municipal Police Captain in that the latter has complete responsibility for police and security services in a bureau or major section. A Municipal Police Lieutenant normally serves as a watch commander of a work shift and is responsible for providing necessary law enforcement, safety and police services within the jurisdiction of the Department. The position directly supervises Municipal Police Sergeants as assistant watch commanders or field sergeants and is responsible for the activities of all personnel under their supervisory function in compliance with department policy. A Municipal Police Lieutenant may be assigned to command a team of investigative or uniform personnel in the investigation of various types of crime or to an administrative function.

### **Examples of Duties:**

- Under direction of the Municipal Police Captain, supervises law enforcement, security, traffic, and safety activities;
- Makes recommendations for the adoption or modification of rules and regulations pertaining to law enforcement, security, traffic control, and safety;
- Plans work schedules and prepares assignments;
- Conducts roll call and related training for subordinate personnel;
- Makes field inspections of personnel, equipment and facilities, and resolves difficult traffic or enforcement problems;
- Investigates allegations against employees;
- Investigates and makes recommendations on requests for parking privileges, filming production, helicopter landings, and other activities;
- Provides information by telephone and in person concerning permit conditions, use of Department facilities and Departmental rules, regulations, and procedures;
- Directs police and security personnel at high profile security locations within the Civic Center complex, including City Council, the Mayor's Office, City Attorney's Office, and other sensitive locations;

- Maintains records and makes reports of the Division's activities, work, injuries, and property damage;
- Conducts planning and assumes overall command of police and security personnel for special events;
- Coordinates with the Los Angeles Police Department and other municipal, state, and federal police agencies on law enforcement situations;
- Communicates equal employment opportunity information to employees and applies job related criteria in selecting, orienting, assigning, training, counseling, and evaluating;
- May serve in an administrative police managerial support capacity developing and overseeing division policy, training for police and security officers, managing recruitment and hiring, maintenance of department records, citizen complaints and internal affairs investigations, and special events; and
- Acts as a Municipal Police Captain in his absence.

Incumbents in this class may be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** A Municipal Police Lieutenant must have the following knowledge and abilities:

**Knowledge of:**

- Elements of crimes, rules of evidence, the law of search and seizure, the preparation and admissibility of evidence in court;
- Report writing, reading comprehension, and English usage and spelling;
- Methods of patrolling and safeguarding critical infrastructure, including parkland, open space, municipal buildings, roadways, installations, and adjacent facilities;
- Laws and regulations governing Municipal Police Officers;
- Safety principles and practices;
- Joint or multi-agency federal, state and local law enforcements operations;
- Emergency management planning and preparedness for affected facilities and properties;
- Incident Command Systems;
- Laws and regulations governing law enforcement and security services;
- Fire hazards and fire prevention methods;
- Wildland fire suppression and search and rescue techniques;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- City personnel rules, policies and procedures;
- Techniques in training, instructing and evaluation of subordinate work performance;
- Sound supervisory principles and practices including planning, delegating and controlling the work of subordinates, as well as counseling, discipline, and grievance handling, and motivating personnel;
- Memoranda of understanding as they relate to subordinate personnel; and
- Equal Employment Opportunity principles.

**The ability to:**

- Analyze and interpret crime data and other technical information;
- Understand and follow written and oral directions;
- Communicate effectively both orally and in writing;

- Write clear and concise reports;
- Learn the locations of installations and facilities and apply policies and procedures to resolve law enforcement and security problems of the unit to which assigned;
- Deal courteously and effectively with employees, tenants, customer departments, and the general public;
- Analyze situations and adopt quick, effective, and reasonable courses of action;
- Direct the work of employees engaged in the enforcement of security rules and regulations, preservation of law and order, and protection of life and property;
- Supervise, instruct, and advise police officers in all pertinent phases of law, police work, and crime detection;
- Confront dangerous situations and potential acts of terrorism;
- Apply and fulfill sound supervisory principles and techniques; and
- Plan, organize, and direct a comprehensive security program of a large department providing installations and facilities for the use of tenants, customer departments, and the public.

**Minimum Requirements:**

- One year of full-time paid experience as a Municipal Police Sergeant with the City of Los Angeles or in a class at least at the level performing law enforcement, person and property protection, safety and criminal deterrence activities; or
- Two years of full-time paid experience as a first level peace officer supervisor with a State of California P.O.S.T. certified agency.

**Conditions of Employment:**

- A valid California driver's license is required prior to appointment.
- Prior to appointment must possess a Basic certificate issued by POST.
- Prior to appointment must have completed a POST approved Supervisory course.
- After appointment must complete a POST approved Middle Management course.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the 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 all of the duties and responsibilities of any position shall be.**