

**Class Code:** 0721  
**Grade:** P-6  
**Approved:** 6/79  
**Rev.** 4/80  
**Rev:** 9/85  
**Rev.** 3/86  
**Rev.** 4/89

**CLASS TITLE: PARK POLICE LIEUTENANT**

**CHARACTERISTICS OF THE CLASS:**

This is a police assignment at the first management level. Officers assigned to this duty will be responsible for performing managerial work requiring police status to direct operational and administrative functions. Managers at this level will hold first-line supervisors responsible for leading, directing and training lower level officers in the performance of duties.

Officers in this class are expected to effectively discharge numerous ongoing activities and assignments while establishing and maintaining cohesive working relationships within the Division and with representatives of other county and non-county agencies. An employee in this class is responsible for the overall activities and effectiveness of the assigned Watch or administrative function. Assignments require evaluative, independent and innovative thinking and are carried out under general direction and in accordance with policies and procedures. Officers within this class may be assigned to various police areas of concern within the Commission's career structure to develop goals and objectives for assigned area as well as provide advice and assistance and develop programs and projects for assigned area.

The officer is responsible for performing other related duties and assignments including those of police officers generally.

**EXAMPLES OF DUTIES:**

1. Officers in the rank of Park Police Lieutenant shall directly oversee the effectiveness of any administrative or operational function assigned in the Park Police Division.
2. Personally responds to serious situations in the field, while maintaining watch command via radio.
3. Makes decisions on proper courses of action when requested by the Shift Sergeant or where the seriousness and/or difficulty of the situation dictates decision by an officer above the level of Sergeant. Evaluates the need for the activation of

special division contingency plans, or need for increased response. Coordinates overlap problems and redeploys personnel as needed to meet operational needs.

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4. Inspects and checks work of subordinates. Patrols parks in police cruiser, on horse or motorcycle, and/or periodically accompanies Sergeants during their tours of duty; maintains radio contact communications; occasionally responds to routine calls to personally observe the actions taken by Sergeant and other officers providing for on-the-street monitoring and evaluation of police service insuring that the high quality of those services is constantly maintained. Reviews officer reports.

Investigates complaints or indications of inappropriate behavior of or against officers or requests specialized investigation by investigative staff. Prepares reports and recommendations as to corrective action. Serves a first line officer in taking or recommending formal disciplinary action and/or informal counseling; performs preliminary investigations on citizen complaints for section.

Utilizes necessary criteria to insure effectiveness for section/watch/unit; evaluates designated personnel.

5. Develops plans and procedures related to the administrative or operational function. Patrols park areas to determine need for services, identified problems. Gathers data and organizes it for meaningful interpretation. Writes reports. Analyzes Watch/Section daily workload (e.g., crime patterns, special park events, coordination of activities with other Commission assignments, calls for service, traffic, etc.) to provide basis for personnel deployment. Coordinates plans, schedules assignments, inspections, and evaluates the work generated by patrol shift and specific operations unit(s) to insure that all the areas are covered and that special assignments are completed; review performance evaluations given by the sergeants and counsels subordinates on ways to improve performance. Reviews and is responsible for the accuracy and timeliness of reports submitted by officers assigned to the Section or Unit. Submits reports to Captain for review.
6. May manage any units and/or section of the division, such as Community Services, Investigation, Communications and Records Sections. Develops goals and objectives for the unit. Identifies needs, provides advice and assistance, and develops programs and projects related to unit. Assists the Field

Operations Commander in the preparation of the unit's annual budget and programs. Provides research and planning support for the Division Chief. Develops Policy and Directives within the administrative units of a Division. May coordinate activities such as criminal intelligence activities with other law enforcement agencies.

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**REQUIRED KNOWLEDGES, ABILITIES AND SKILLS:**

Knowledge of management and supervision. Ability to read and understand Federal, State and County criminal and traffic laws, County Government structure and functions, Department structure and functions, Department written directives (General Order, Field Operations Manual, etc.), Administrative Practice Manual, Personnel Merit Regulations, Law Enforcement Officer's Bill of Rights. Ability to solve complex problems involving many variables. Ability to analyze problems quickly and take appropriate action under stress. Ability to read wide range of technical literature. Ability to establish effective working relationships with other government agencies. Ability to deliver lectures, talks, etc., to wide variety of audiences. Knowledge of and ability to use self-defense with standard issued divisional equipment. Knowledge, skill and ability to effectively use standard police weapons. Knowledge of or the ability to acquire knowledge of the County geography by street and road locations.

Skill or the ability to acquire the skill to operate auto under emergency conditions, two-way radio, camera. Must have personal integrity, pay attention to details, be emotionally stable and physically fit.

For the Community Services Division: Good knowledge of research techniques, methods and procedures, ability to independently analyze problems and recommend solutions, ability to present ideas clearly and concisely, both orally and in writing, good knowledge of budget preparation; ability to prepare reports; some knowledge of program planning and evaluation, knowledge of statistical analysis techniques.

**MINIMUM QUALIFICATIONS:**

Training and Experience

Thorough knowledge of police methods and administration; thorough knowledge of controlling laws and ordinances and of departmental rules and regulations; demonstrated ability to command respect of

subordinates; ability to direct and supervise work of others; ability to deal firmly and courteously with the public; good judgment; dependability; possess qualities of good leadership; thorough knowledge of or the ability to acquire thorough knowledge of the geography of the County. Examination: Applicants for this class will be required to take a written examination and will be rated on an oral interview by an Assessment Board. (Selections will be made in accordance with Commission selection rules and regulations.

Must have at least eighteen (18) months experience as a Police Sergeant with the Commission.

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Other: Possession of a valid Motor Vehicle Operator's License.

Must have personal integrity, and pay attention to details.

Must successfully pass the Commission's Annual Medical Examination for Park Police Officers as administered by a Commission approved physician.

Must successfully pass State Mandated Annual In-Service Training Program for certification.