

## POLICE LIEUTENANT COLONEL

### NATURE AND VARIETY OF WORK

This is professional, supervisory and administrative police work performed under the direct supervision of the Police Chief. Work includes the responsibility for an assigned area within the Police Department. Position incumbents are governed by policies set forth in State laws, County ordinances, and police regulations, but must frequently exercise independent judgment and administrative discretion in making decisions. In the absence of the Police Chief, the position assumes full responsibility for the department, its missions and goals. Work is performed under the general direction of the Police Chief who evaluates performance through reports, conferences and the overall effectiveness of police activities.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises, coordinates and evaluates police subordinates and operations to ensure that they are functioning effectively and that departmental goals and objectives are met.

Assumes command of the department as necessary in the absence of the Police Chief.

Regularly reviews expenditure of departmental appropriations and assists the Police Chief in preparing annual budget estimates.

May participate in the selection of new Police Officers by serving on the examining board which passes on the qualifications of each applicant.

May sit as a member of the Trial Board to hear a case of alleged misconduct involving a police employee.

Represents the Police Department at meetings of various organizations.

Reviews and consolidates monthly statistical reports submitted by various bureaus of the department.

Receives and disposes of complaints and makes reports therein to the Police Chief.

Makes special studies and investigations as assigned by the Police Chief.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Comprehensive knowledge of the approved principles, practices and procedures of modern police administration and management methods.

Comprehensive knowledge of pertinent Federal, State and County laws and ordinances and the departmental rules and regulations.

Ability to supervise and control effectively the work of a large number of subordinates performing varied operations connected with police activities and to develop proper training and instructional procedures for these employees.

Demonstrated ability to establish and maintain effective working relationships with other County officials, State and Federal authorities, civic leaders and the general public.

Ability to prepare activity reports, work programs, budget estimates and other regular and special reports.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in police science, business or public administration or a closely related field and at least five (5) years experience in police work, including supervisory and administrative experience; or an equivalent combination of education, training and experience which provides the required knowledges, skills and abilities.

CREATED: 3/76

REVISED: 1/90