



CLASS SPECIFICATION FOR:  
**Police Lieutenant Colonel**

**General Statement of Duties:**

Assists the Chief of Police in planning and directing the activities of the Division of Police in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property; does related work as required.

**Distinguishing Features of Class:**

The incumbent in this class assists the Chief of Police in providing direction and leadership to police officers and other Division staff in the enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the administration and coordination of all Police and emergency communications systems and activities in the County. Supervision is exercised over various levels of professional and non-professional staff, and the incumbent manages and coordinates the day-to-day operations and activities of a major divisional command of the agency, including personnel and financial matters. General supervision is received from the Chief of Police, in whose absence the incumbent may serve as Acting Chief.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Formulates and enforces departmental rules and regulations and work methods and procedures;
- Serves as advisor to the Chief in matters of policy, training, selection of equipment, and personnel selection, promotion and assignment;
- Reviews activities and reports of officers;
- Enforces disciplinary measures when necessary;
- Ascertains that recruits and regular officers receive adequate training in police methods and procedures;
- Acts as the Division's representative to or liaison with the news media and civic or business groups as directed by the Chief;
- Oversees the preparation and maintenance of police records and files;
- May direct large-scale or emergency police operations, such as riots, hostage situations or disasters;
- May direct the investigation of major criminal offenses,
- Inspects Division facilities, personnel and equipment, through scheduled and unscheduled inspections;
- Cooperates with State and federal officers in the apprehension of wanted persons;
- Assists with or directs the preparation of reports for the County Manager, Board of Supervisors, National Safety Council and Federal Bureau of Investigation;
- Oversees the preparation of the Division's budget and the expenditure of all departmental funds;
- Prepares departmental correspondence, requisitions supplies and recommends the purchase of necessary equipment;
- Meets with and answers questions for the public;
- Serves as liaison between the Division of Police and other County departments and/or other criminal justice entities;
- Attends State and national police conventions, meetings, conferences, training and work sessions;
- Develops and facilitates recruit, in-service and professional courses;
- Performs related work as assigned.

**Required Knowledge, Skills and Abilities:**

Comprehensive knowledge of modern police administration and police methods; comprehensive knowledge of controlling laws and ordinances as well as the Division's rules, regulations and directives; extensive knowledge of scientific methods of crime detection, criminal identification and radio communication; extensive knowledge of the geography of the County; demonstrated ability to command the respect of subordinates and lead and direct the activities of police personnel and operations; excellent interpersonal skills with the ability to deal firmly, tactfully and courteously with the officials, personnel, media and the public; ability to maintain cooperative relationships with other County officials, Division personnel, other law enforcement entities and associations, the media and with the general public; excellent written and oral communications skills with the demonstrated ability to deliver planned and extemporaneous talks with a diverse array of audiences; extensive knowledge of the County's diverse social-economic demographics and demonstrated social intelligence; resourcefulness and sound judgment in emergencies; demonstrated dependability and integrity.



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**Minimum Education and Experience:**

Education: Four (4) year degree in law enforcement or other relevant field;

Experience: Fifteen (15) years of police experience, including three (3) years in a supervisory position of Police Major or above;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license;
- Must be a citizen of the United States.