

# SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT SPECIFICATION

## TRANSIT POLICE CHIEF

### BASIC FUNCTION

Subject to administrative approval, directs the overall functioning of the Transit Police Department; performs other related work.

### CLASSIFICATION CHARACTERISTICS

Supervision Received From: General Manager

Supervision Exercised Over: Assistant Transit Police Chief, Transit Police Lieutenant, Senior Secretary

### EXAMPLES OF DUTIES

Plans, develops, and administers department policies and procedures.

Establishes and carries out department goals and objective.

Prepares and administers department budget.

Prepares written and oral reports to District management and Board of Directors.

Represents the District with other law enforcement and regulatory agencies.

Develops and implements District's master security plan.

Oversees administration of all police programs including: operations, investigations, internal affairs, and special projects.

Supervises subordinate professional and clerical staff.

### REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of: theories, principles, and practices of law enforcement administration; modern management theory; federal, state and local laws, statutes, rules and regulations. Ability to: plan, organize, and monitor the work of a department; read, understand, interpret and apply budgets, contracts, laws and regulations; recognize problems and implement solutions; communicate effectively orally and in writing; plan short and long-term objectives for the department and the District; supervise subordinates.

### DESIRABLE QUALIFICATIONS

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position. A bachelor's degree in a related field and five years' sworn police experience at the rank of Lieutenant or higher are preferred.

TRANSIT POLICE CHIEF

SPECIAL REQUIREMENTS

Must possess a valid California driver's license.

Must possess a P.O.S.T. Management Certificate.

On call 24 hours a day for emergencies.

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SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT SPECIFICATION

TRANSIT POLICE LIEUTENANT

BASIC FUNCTION

Under direction, plans, organizes, and directs the activities of a major division of the Transit Police Department; performs other related work.

CLASSIFICATION CHARACTERISTICS

Differs from Transit Police Sergeant in that Transit Police Lieutenant administers a major division of the department, while Transit Police Sergeant exercises first-level supervision over sworn and non-sworn personnel.

Supervision Received From: Transit Police Chief, Assistant Transit Police Chief.

Supervision Exercised Over: Transit Police Sergeant, Transit Police Investigator, Office Supervisor

EXAMPLES OF DUTIES

Develops goals, priorities, procedures and programs, and assigns work of a major division of the department.

Supervises subordinate staff.

Performs complex technical assignments within and outside of own specialty area.

Represents the department in-house and with outside agencies.

Participates in planning and implementing coordinated intradepartmental, interdepartmental and interagency efforts.

Consults with and advises District staff and representatives of other agencies regarding law enforcement activities and issues and Transit Police Department policies, procedures and practices.

Recommends human resource, budgetary, policy and procedural changes.

Prepares written and oral reports for District management and outside agencies.

Directs and participates in preparation and correction of reports, presenting data, making recommendations, and reviewing reports for accuracy and completeness.

Identifies training needs, develops and implements training and testing programs.

TRANSIT POLICE LIEUTENANT

EXAMPLES OF DUTIES (cont'd)

As Advocate General, conducts hearings, determines if charges are warranted and recommends appropriate disciplinary action to Transit Police Chief.

Plans, organizes, develops and implements automated recordkeeping systems.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of: theories, principles, and practices of law enforcement; modern management theory and practices; federal, state, and local laws, ordinances, rules, and regulations. Ability to: plan, organize and supervise the work of a major division of the Transit Police Department; read, understand, interpret, and apply laws and regulations; recognize problems and implement solutions; communicate effectively orally and in writing.

DESIRABLE QUALIFICATIONS

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position. A Bachelor's degree in Criminal Justice, Business, or Public Administration or related field and two years' experience as a Police Sergeant preferred.

SPECIAL REQUIREMENTS

Must possess a valid California driver's license.

Must possess a P.O.S.T. Supervisory Certificate.

Additive 2.5% salary premiums will be paid for possession of and Management P.O.S.T. certificates.