

AREAS OF RESPONSIBILITY

Patrol Lieutenant	Administrative Lieutenant	Chief
<ol style="list-style-type: none"> 1. Community Policing Programs 2. Patrol Issues 3. Patrol vehicle issues 4. Patrol Schedules <ol style="list-style-type: none"> a. Approvals b. Assignments c. Trades d. Patrol OT 5. Special Events <ol style="list-style-type: none"> a. Preplanning b. Scheduling c. After Action reporting 6. Traffic Enforcement & Safety Programs <ol style="list-style-type: none"> a. T/C report approval b. T/C Mapping c. Accident Review 7. Reserve Officers 8. SWAT 9. FTO supervision 10. Training issues <ol style="list-style-type: none"> a. Telecourses b. SWAT c. Briefing d. New Sgt. & Cpl. training 11. Uniform & Safety <ol style="list-style-type: none"> a. Equipment, except for computers 12. Evaluations of Sgt. 13. Grant Management 14. Citizen Observer program 15. Bicycle Program 16. Safety & Risk Management 	<ol style="list-style-type: none"> 1. Community Policing Programs 2. Training & POST coordination <ol style="list-style-type: none"> a. Except for items assigned to Patrol b. TMS 3. Investigation Division 4. PST/ Records <ol style="list-style-type: none"> a. DA Liaison 5. Scheduling <ol style="list-style-type: none"> a. Approvals b. Assignments c. Trades d. Rec/PEO/AC SRO & Inv. OT 6. SRO Oversight 7. Parking Enforcement Oversight 8. Animal Control Oversight 9. Part-time work force 10. Building Issues 11. Jail Oversight 12. Communication 13. Records Management System 14. Citizen Academy <ol style="list-style-type: none"> a. Academy course b. Volunteer program 15. Crime Prevention <ol style="list-style-type: none"> a. DARE 16. Crime Analysis <ol style="list-style-type: none"> a. Department Alerts b. Crime trends & mapping 17. CLETS/CJIS 18. Evaluation of Rec. Sup/Sr. Det/ SRO/PEO & AC 19. Grant Management 20. Evidence Room 21. Dept. Web Page 22. Recruitment 	<ol style="list-style-type: none"> 1. Community Policing Programs 2. Budget 3. Policy and SOP 4. Traffic Commission 5. Monterey Co Chiefs liaison 6. Personnel issues Custodian of Records for <ol style="list-style-type: none"> a. Personnel files b. IA Files c. City Hall coordination w/ Personnel Issues 7. Workers Compensation Issues, Coordination 8. Assist Operations as needed 9. Assist Support Services as needed 10. Evaluations of Lieutenants 11. Natural Resource Protection coordination 12. Grant Management 13. Citizen Complaints & IA Management