

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

3-27-98

CHIEF POLICE PSYCHOLOGIST, 2384

Summary of Duties: The Chief Police Psychologist provides in house consultation to Police Department management on organizational and management-related issues; plans, organizes and directs the work of psychologists, sworn personnel, and support staff in the Department's Behavioral Science Services Section engaged in the Department's various psychological services and wellness programs; applies sound supervisory techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities and does related work.

Distinguishing Features: The Chief Police Psychologist is primarily concerned with the professional and ethical administration and operation of psychological services and wellness programs in the Police Department. What distinguishes the Chief Police Psychologist from other police psychologists is the primary focus on designing, directing, administering, and overseeing the delivery of police psychological services rather than the direct provision of such services. Incumbents in the class of Chief Police Psychologist, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities, including: administration of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

The Chief Police Psychologist reports to the Commanding Officer, Human Resources Bureau, which is staffed by a Deputy Chief of Police II.

Examples of Duties: The Chief Police Psychologist, at the direction of the Chief of Police and Commanding Officer, Human Resources Bureau:

- Establishes psychological policies and programs for the Department;
- Directs the operation of Behavioral Science Services;
- Oversees liaison with news media regarding psychological information;
- Represents the Department at professional meetings and conferences on psychology and consults with other law enforcement agencies about the Department's behavioral science policies and programs;
- Directs the supervision of trainees in police psychology and provision of staff development and in-service training;
- Provides supervision to professional and support staff;

- Oversees consultation activities with Department units requesting assistance and with Detectives requesting crime-specific assistance;

Example of duties (cont.):

- Meets periodically with the Chief of Police, Police Commission, and other Department administrators to discuss goals of the Department, desirable psychological programs, policies, and procedures for providing optional services to all personnel;
- Provides direct services to Department personnel as needed;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The Chief Police Psychologist must have the following knowledges and abilities:

A Good Knowledge of:

- The field of police psychology including areas of treatment, training, research, consultation, and program development;
- Principles, current practices, and techniques of counseling and clinical psychology;
- Methods and techniques of conducting psychological interviews;
- Methods and techniques of group and individual psychotherapy;
- Clinical techniques as related to psychological examination, diagnosis, and therapy;
- Fundamental types and problems of mental diseases and abnormal behavior;
- Psychological test procedures and standard test forms and devices used in measuring psychological characteristics, and psychological research methods;
- Statistics as applied to tests and measurements;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing, and evaluation of subordinate work performance;
- Techniques of counseling, disciplining, and motivating subordinate personnel;

- Procedures for grievance handling;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Programs;
- Effective safety principles and practices.

A working knowledge of:

- Memoranda of Understanding as they apply to subordinate personnel.

A general knowledge of:

- Psychiatric, psychological, and counseling service organizations in the City;
- City personnel rules, policies, and procedures;

The ability to:

- Diagnose mental and emotional problems, and formulate and conduct programs of counseling and therapy to effect improved adjustments;
- Help clients gain insight into their difficulties;
- Select, administer and score psychometric tests, analyze and interpret the test results and correlate the test results with other findings;
- Report findings clearly and concisely;
- Conduct psychological research;
- Prepare educational material for use in developing training programs relating to the psychological aspects of supervision and management;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply sound supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements:

1. A doctorate degree in psychology from a recognized university is required.
2. A valid license to practice psychology issued by the State of California, Board of Psychology of the Board of Medical Quality Assurance is required.

3. A minimum of three years of experience in police psychology is required.

A diplomate certificate for the American Board of Professional Psychology is desired, but not required.

License: A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any class shall be.