

POLICE LIEUTENANT

DEFINITION

To plan, organize and direct activities of an assigned section within the Police Department with responsibility for a variety of operational and administrative law enforcement activities that may include jail and traffic, investigations, and/or patrol; to coordinate section activities with other divisions or departments; and to provide highly responsible support to the division head.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level management staff.

Exercises direct supervision over assigned supervisory, professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for law enforcement duties related to assigned section operations; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in activities related to assigned section operations, such as jail and traffic, investigations, and/or patrol; develop work schedules for field personnel.

Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; and submit justifications for staffing, equipment, material and supplies related to section activities and related special projects; monitor and control expenditure.

Serve as watch commander; plan and direct training and response of specialized and/or tactical units, as assigned.

Oversee investigations and personally participate in situations of a highly complex or sensitive nature, as assigned.

Oversee and direct operations of jail and traffic functions, as assigned.

Respond to major crime and accident scenes, as appropriate.

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Conduct internal investigation of citizen and employee complaints.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public and media as appropriate; research questions and recommend corrective action as necessary to resolve issues.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of law enforcement services and program administration.

Pertinent local, State, and federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

#### Ability to:

Organize, implement and direct section activities related to assigned function, which may include jail and traffic, investigations, and/or patrol activities.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk or vehicle for long periods of time; operate a police vehicle in routine and emergency high speed situations. Intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk;; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Interpret and explain pertinent assigned section and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

#### Experience and Training

##### Experience:

Four years of increasingly responsible experience in law enforcement operations and administration, including two years of supervisory responsibility.

AND

##### Training:

A Bachelor's degree from an accredited college or university.

#### License or Certificate

Possession of a California driver's license by date of appointment.

Possession of a Supervisory and/or Management Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

Possession of, or ability to obtain, valid CPR and First Aid certificates.

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**Employees must be tobacco free and cannot use tobacco products on or off duty.**

09-25-18

03-03-16

07-08-14

02-25-11

09-16-06

1-14-04

09-23-99

04-27-98

10-01-88

09-09-80

03-24-70

02-12-69 Police Lieutenant

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