



**MARCH 2016**  
**FLSA: EXEMPT**

## **POLICE LIEUTENANT**

### **DEFINITION**

Under general direction, plans, schedules, organizes, supervises, reviews and evaluates the work of field service officers or investigative, dispatch and records staff through a subordinate level of supervision; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Police Chief and Police Captain; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction the Police Captain or Chief. Exercises direct and general supervision over sworn and non-sworn staff.

### **CLASS CHARACTERISTICS**

This is the mid-management class in the sworn series that is responsible for planning patrol, investigative and public service activities and for assisting the Chief and/or Captain in various budgetary, special program and administrative areas. While the incumbents may respond to calls for service, crime scene security or become involved with investigations, the primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Police Captain in that the latter has management responsibility over a designated area within the Police Services Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, schedules, organizes, assigns, reviews and evaluates the work of sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments, including investigation; provides for the training of staff in work procedures and for their professional development.
- Recommends selection, disciplinary and other personnel decisions; counsels employees and administers discipline as required.
- Interprets laws, codes, policies and procedures to staff; ensures legality and consistency of application.
- Assists with the development of goals, objectives, policies, procedures and work standards for the department; assists with development and administration of the budget.
- Coordinates sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators, and medical/psychological screening professionals.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and

procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.

- Investigates and resolves problems with requests for services or complaints regarding police functions.
- Prepares and reviews a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of departmental files, directs the release of records and dispatch activities.
- Represents the City in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Provides and coordinates mutual aide to other law enforcement agencies in accordance with departmental policy.
- May assume command in the absence of the Police Chief and Police Captain.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, work plan development, implementation, and evaluation, and project management.
- Basic principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Functions, services and funding sources, of a full-service municipal police department.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and explain public safety programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from a four-year of college or university with major course work in criminal justice, police science, public administration or a field related to the work and two (2) years of supervisory experience in the police service equivalent to the level of Sergeant or above; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to

maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.