

## **POLICE LIEUTENANT**

### **DEFINITION**

To plan, schedule, organize, supervise, review, and evaluate the work of field or investigative officers, code enforcement and records staff through a subordinate level of supervision; train staff and provide for professional development; develop and implement specific departmental operational programs; provide complex administrative and budgetary support to the Chief of Police and Police Captain; and act for the Police Captain or Chief on a relief capacity on an assigned basis; perform related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Chief of Police or Police Captain. Responsibilities include direct supervision of sworn and non-sworn personnel. Assignments may also require indirect supervision of sworn and non-sworn personnel.

### **CLASS CHARACTERISTICS**

This mid-management class is a sworn Peace Officer position 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 by its management responsibility over a designated area within the Police Department.

**EXAMPLES OF DUTIES** (Duties are illustrative only and not all inclusive, and may vary by individual assignment)

#### **Essential**

Plan, schedule, organize, assign, review, and evaluate the work of sworn and non-sworn staff; ensure coverage of staff for all shifts and assignments, including investigation; provide for the training of staff in work procedures and professional development.

Recommend selection, disciplinary and other personnel decisions; counsel employees and administers discipline as required.

Interpret laws, codes, policies, and procedures to staff; ensure legality and consistency of application.

Assist with the development of goals, objectives, policies, procedures, and work standards for the department; assist with development and administration of the budget.

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Coordinate sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators as well as medical and/or psychological screening professionals.

Develop cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.

Monitor legal, regulatory, technological and societal changes and court decisions that may affect the work of the department.

Recommend 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.

Investigate and resolve problems with requests for services or complaints regarding police functions.

Prepare and review a variety of correspondence, reports, procedures, and other written materials.

Maintain and direct the maintenance of departmental files, direct the release of records as well as property and evidence activities.

Represent the City in meetings with members of other public and private organizations, businesses, educational and community groups, as well as the general public.

Respond to emergency or unusual situations; perform 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.

Provide and coordinate mutual aide to other law enforcement agencies in accordance with departmental policy.

May assume command in the absence of the Police Chief and/or Police Captain.

Important

Perform other duties of a similar nature or level and as assigned.

**QUALIFICATIONS**

Knowledge of (at entry):

Administrative principles and practices, including goal setting, program development, implementation and evaluation.

Principles and practices of work organization, staff supervision, training, professional development, work review and evaluation.

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, 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; applicable laws, codes, ordinances and court decisions.

Safety practices and equipment related to the work, including the safe use and proper care of firearms.

Computer applications related to the work.

Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

Plan, schedule, assign, supervise, review and evaluate the work of sworn and non-sworn staff.

Train staff in work procedures and providing for their professional development.

Assist in performing departmental administrative duties, such as budget development and administration as well as policy and procedure development.

Interpret, apply and explain complex laws, codes, regulations and ordinances.

Preparing clear, accurate and grammatically correct reports, records and other written materials.

Make sound, independent decisions as a watch commander and in emergency situations.

Identify and be responsive to community issues, concerns and needs.

Enter information into a computer with sufficient speed and accuracy.

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

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- a) A bachelor's degree in criminal justice, police science, public administration or a closely related field; and two years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above; and a California Peace Officer Standards and Training (POST) Supervisory Certificate

**or**

- b) An associate's degree in criminal justice, police science, public administration or a closely related field; and four years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above and a California Peace Officer Standards and Training (POST) Supervisory Certificate.

### **Licenses and Certifications:**

Must possess a valid California class C driver license and have a satisfactory driving record. Must possess a valid Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.). Must maintain firearms qualification.

### **PHYSICAL REQUIREMENTS**

Must maintain P.O.S.T. physical standards. The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting and walking; up to 3 hours of standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, running, twisting, turning, jumping, firm grasping, reaching forward or overhead, pinching, eye-hand-foot coordination, verbal contact and telephone conversations; up to 3 hours of lifting, carrying, pushing/pulling up to and over 100 lbs.; 3 to 6 hours of face-to-face talking, public speaking, conversations, finger dexterity, light grasping; 3 to 8 hours of vision accuracy (far and near), depth perception, field of vision, accommodation, and color vision.

### **MENTAL REQUIREMENTS**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending, and following instructions; standard problems; detailed uninvolved instructions; one or two-step instructions; simple to complex- reading, writing, and math skills, spatial; clerical; forming, synthesizing, coordinating, analyzing, compiling, computing, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking-signaling, serving, helping; setting-up; precision work; operating; driving; manipulation; tending; handling; performing simple, repetitive tasks to varied, complex tasks;

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maintaining work pace; influencing other people; relating to other people; generalizing; evaluating; responsibility for direction.

**WORK ENVIRONMENT**

Work is performed indoors and outdoors; extreme hot and cold; unprotected heights; moving machinery; change in temperature humidity; dust/fumes/smoke/gases; toxic/caustic chemicals; excessive noise; radiation/electrical energy; solvents, grease, or oil; slippery uneven surfaces; using a computer and other office equipment; working alone; working around or with others; protective clothing required.