



Position Description

POLICE LIEUTENANT

DEFINITION

Under direction of a Police Captain or Chief of Police, serves as a manager of an assigned division, section, program, or operation within the Police Department; plans and coordinates the activities and operations of an assigned area; and provides staff assistance to the Police Captain and the Chief of Police. Responsibilities include the direct supervision of sworn, non-sworn, supervisory, professional, technical, and administrative support staff. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Receives general supervision from a Police Captain or Chief of Police.

SUPERVISION EXERCISED

Exercises general supervision over Police Sergeants, Police Officers, non-sworn staff and other department personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Directs, plans, coordinates, assigns, schedules and reviews the work of an assigned police operation or program and staff members; assign cases and conducts follow-up of status reviews; reviews daily logs and reports submitted by officers; ensures compliance with Department policies and procedures.

Assists the Police Captain in supervising and coordinating the functions of all division activities.

Participates in the development and implementation of goals, objectives, policies, and procedures for an assigned police operation or program; identifies opportunities for improving police service delivery methods and procedures.

Maintains and facilitates positive public relations and cooperative working relationships with news media, schools, local organizations and the general public; prepares press releases.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; reviews new laws and ordinances; participates in training programs to improve professional skills.

Assumes command of police activities at emergencies until relieved by a superior officer; supervises investigations, interviews, and interrogations in the field; conducts highly complex or sensitive investigations; oversees and participates in the collection and processing of evidence.

Exchanges information with citizens; interviews citizens regarding complaints or suggestions regarding police services. Conducts investigations of citizen and Department personnel complaints as assigned; mediates concerns between Department personnel and citizens.

Supervises, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; implements corrective actions as necessary. Evaluates Department training needs and makes recommendations; coordinates, develops, implements and monitors training programs for the Department.

Maintains order and enforces all Department rules, regulations, and special or general orders.

Makes periodic uniform inspections of division personnel and facilities.

Acts in the absence of the Police Captain.

Respects and is sensitive towards the cultural and ethnic diversity of the community. Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of community-oriented policing and problem-solving.

Relevant case law and Federal, State, and local statutes and ordinances and their impact on law enforcement activities.

Operational characteristics, services, and activities of comprehensive law enforcement programs.

Current and applicable principles and practices of law enforcement program development and administration.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Police records and reporting procedures.

Disaster preparedness and emergency operations.

Principles of supervision, training, performance evaluation and employee development.

Current police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation and identification techniques, and the management of juvenile delinquency.

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Ability to:

Analyze situations and adopt effective courses of action. Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of performing duties.

Prepare clear, concise and comprehensive written reports.

Interpret and apply pertinent laws and regulations.

Schedule, organize, and supervise the work of staff.

Carry and properly use firearms.

Assist in planning, organizing, and directing departmental operations.

Recommend improvements in department operations, and changes in policies and procedures.

Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control, working in and near traffic, and natural and man-made disasters.

Use standard broadcasting procedures of a police radio system, maintain effective audio-visual discrimination and perception needed for making observations,

communicating with others, reading and writing, and operating assigned equipment and vehicles.

Exercise sound judgment and rational thinking under routine and dangerous circumstances, evaluate various options and alternatives, and choose an appropriate and reasonable course of action.

Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.

Conduct internal affairs investigations, making sound conclusions and recommendations.

Take a proactive approach to customer service issues.

Education and Experience:

Four (4) years of law enforcement experience including eighteen (18) months supervisory law enforcement experience as a member of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol; and must have successfully completed the required probationary period for the supervisory position occupied. "Supervisory law enforcement experience" is defined as a position occupied by an officer who, in the upward chain of command, directly supervises employees of law enforcement agencies and most commonly is the rank of Sergeant, and for which commensurate pay is authorized.

A Bachelor's Degree is preferred, but applicants currently enrolled in a Bachelor's Degree program with an accredited college or university, who have completed the equivalent of at least ninety (90) semester units, and are capable of obtaining a Bachelor's Degree within eighteen (18) months of appointment may also apply.

LICENSES/CERTIFICATES

Possession of, or eligible to receive Peace Officer Standards and Training (POST) Intermediate, and eligible to receive Peace Officer Standards and Training (POST) Supervisory Certificate within 6 months of appointment.

Possession of and ability to maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, mobile audio video equipment, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, drive, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; taste and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate but can be loud in an emergency or field situation.

SELECTION GUIDELINES

Formal City application; rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job-related tests such as assessment centers may be required. Reference check process, polygraph examination and psychological examination process may be waived for in-house promotional applicants.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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