

**POLICE LIEUTENANT**

**DEFINITION**

To plan, organize, supervise, administer, and participate in the activities and operations of a major division of the Police Department; to provide responsible and complex administrative support to the Chief of Police; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police.

Exercises direct supervision over subordinate public safety and non-sworn police personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Plans, organizes, administers, and supervises division services and activities.

Coordinates and works closely with the Police Chief and other division commanders on all matters affecting routine or special divisional operations.

Establishes and implements operational policies and procedures; evaluates and modifies policies and procedures to increase divisional efficiency and effectiveness.

Interprets and provides guidance regarding goals and objectives, policies, and procedures, to division personnel.

Estimates staffing and equipment requirements for the division.

Participates in employee recruitment, selection, and promotional processes; evaluates and determines training needs of assigned personnel and ensures the provision of adequate training.

Assigns, schedules, supervises, and evaluates the work of assigned personnel through the chain of command.

Establishes work and service priorities for the division and deploys appropriate personnel.

Reviews and evaluates reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Provides technical and professional advice and assistance regarding departmental working relationships; negotiates, mediates, and resolves sensitive issues and conflicts as necessary.

Conducts background / pre-employment and internal investigations.

Keeps abreast of legislation, case law and other issues that impact department operations.

Oversees the department's efforts and activities to maintain and promote professional standards.

Oversees the department's community policing programs.

Writes and submits grant proposals for program/project funding; administers secured grants.

Conducts and attends staff meetings as required.

Coordinates departmental functions with other City departments, agencies, and organizations as appropriate.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs special administrative projects, assignments and research as requested by the Police Chief.

Serves as Acting Chief of Police in the absence of the Chief.

Serves as tactical team commander; performs routine police work as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Pertinent federal, state, and local laws, regulations, codes, and ordinances.

Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.

Structure, functions and inter-relationships of state and local law enforcement agencies.

Up-to-date law enforcement and law enforcement training procedures.

Courtroom procedures and legal practices.

Firearms, automotive, radio and other law enforcement equipment.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Recent developments, current literature and sources of information related to police science and public safety.

Principles of supervision, training, and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Interpret, analyze, apply, and enforce federal, state, and local laws, rules and regulations.

Provide administrative and professional leadership for the Police Department.

Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism, and implementation of law enforcement procedures.

Plan, organize and supervise the work of subordinate officers.

Select, supervise, train, and evaluate staff.

Assist in developing and interpreting goals and procedures for providing effective and efficient municipal law enforcement services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures, and guidelines.

Participate in criminal investigations.

Appraise situations and people accurately and quickly and adopt an effective course of action.

Observe, remember, and recall detailed information, names, faces and facts.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Properly use firearms and other work-related equipment.

Learn standard police radio procedures and codes.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary for successful job performance.

**Education and Experience:**

Possession of a bachelor's degree from an accredited college or university with a major in a police science, business or public administration or a related field and two years of experience in law enforcement at the level of Sergeant or above.

**OR**

Completion of 60 semester units from an accredited college or university with emphasis in police science, business or public administration and six years of law enforcement experience with a minimum of two years at the level of sergeant or above.

**Additional Requirements:**

Possession of a valid California driver's license.

Possession of an Advanced and Supervisory Certificate as issued by the state of California Commission on Peace Officer's Standards and Training.

Must obtain a P.O.S.T. Supervisory Certificate within two years from the date of appointment.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**