

POLICE LIEUTENANT**DEFINITION:**

Receives general direction from the Police Chief or Police Captain to perform responsible administrative, investigative and technical law enforcement work in directing the activities of a major division of the Police Department, or in performing specialized staff duties; to perform command level responsibilities and assistance in technical or complex departmental assignments; and to do related work as required; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Police Captain and/or the Police Chief. Exercises direct supervision over sworn and non-sworn personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class have continuous administrative responsibilities for a complex major function or facility in the Police Department. The class of Police Lieutenant is distinguished from the class of Sergeant in that the Lieutenant is the lowest level normally concerned with the formation of operating policies that affect a major subdivision of the Department, and operates with considerable independence with broad policy guidelines.

ESSENTIAL DUTIES: May include, but are not limited to, the following:

Plan, direct, supervise and coordinate the activities of a division, and assign all personnel to shift schedules of work and work activities; approve overtime and extended vacation requests; review shift activities through reports and records prepared by subordinates and through conferences with command personnel. Plan, monitor and maintain quality control of investigation and patrol reports referred to, or the responsibility of, the division; review investigative and other reports submitted by subordinates for accuracy, thoroughness and compliance with department standards. Direct and/or participate in the investigation of the more difficult or complex criminal cases, including the preparation of cases referred to the courts; Assign and schedule, either directly or through other supervisory personnel, clerical, and non-sworn division personnel. Periodically review, evaluate and recommend improvements to methods and procedures concerning dispatch, administration, records and jail activities. Monitor the effectiveness of community crime prevention programs and implement procedures that will improve their success; practice community policing to resolve community concerns. Conduct and arrange appropriate training of personnel, conduct performance evaluations and internal affairs investigations. Recommend appointments, promotions and disciplinary actions; coordinate activities of assigned division with City departments and other law enforcement agencies; Conduct special studies, and approve permits and prepare reports; and performs other related duties as assigned. Instruct and confer with division supervisory personnel on policies and procedures affecting police operations, and make recommendations to the Police Captain or Chief; develop and implement policies and procedures for increased efficiency and effectiveness within the division or department. Receive, evaluate and resolve

complaints concerning assigned personnel. Respond and assist as necessary or needed on major police critical incidents, including the deployment of personnel and strategic weapons teams. Assume administrative and supervisory responsibilities related to the department's budget, purchasing equipment maintenance, personnel, and community relations activities; monitor shift and division activities for compliance with departmental policies and procedures.

MINIMUM QUALIFICATIONS:

To perform this positions responsibilities successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required

Knowledge of: Modern police principles, methods, practice and techniques with particular emphasis in patrol, crime prevention, traffic control, investigations, identification and youth services. Criminal law with particular reference to the apprehension, arrest and custody of persons(s) committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure, and the preservation of evidence in criminal cases. . Pertinent Federal and State laws relative to local enforcement agencies; principles and practices of organizational management, budgeting and personnel administration.

Ability to: Select, organize, schedule and supervise the training and work of subordinate personnel. Analyze situations effectively, interpret and apply laws and regulations, and take an effective course of action. Conduct thorough investigations and obtain pertinent information through interviews and interrogations; work cooperatively and effective with civic organizations, schools, students, the general public and other employees.

EXPERIENCE AND EDUCATION:

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

Experience: Six years of increasing responsible experience in sworn police activities, including two years of supervisory responsibility at the minimum rank of sergeant.

Education: Possession of a P.O.S.T. Supervisory Certificate. Equivalent to a Associate's degree from an accredited College or University in Administration of Justice, Criminology, Sociology, Psychology, Public Administration, or Business Administration.

Special Requirement:

Possession of, or the ability to obtain and retain a California Driver's License Class "C" before date of appointment.

ADA WORKING CONDITIONS:

The following physical and work environment is characteristic of those that an employee will encounter and must successfully meet to perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

PHYSICAL: CONTINUOUS sitting with some standing and walking; FREQUENT fine finger dexterity and light to moderate finger pressure to manipulate keyboard, reaching above and at shoulder height; side-to-side turning of neck; downward and upward flexion of the neck; moderate twisting of upper body; OCCASIONAL lifting and carrying of up to 10 pounds; pinch grasp to manipulate writing utensil; moderate grasp to manipulate reference books and manuals.

COMMUNICATION: VISION (may be corrected) includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus to operate office equipment and computer screens; READING articles, reference books/journals, policies, procedure and regulations, and manuals; HEARING (may be corrected) of conversations in person, by telephone, and at meetings. SPEAKING at meetings, conduct telephone conversations; give and acknowledge directions for work processes, and conduct training. WRITING to complete records and reports of activities, sign documents.

ENVIRONMENT: CONTINUOUS working in a business office setting with low noise level; OCCASIONAL requirements to work in an outside environment exposed to wide temperature swings and climatic conditions; has a direct impact upon the physical requirements. INFREQUENT exposure to fumes, odors, dust, and airborne particles.

Class Code:
Established:
Administrative Revision: March 2002
FLSA Status: Non-Exempt
Bargaining Unit: Not Represented
Workers Compensation Code: 7720