

POLICE LIEUTENANT

DEFINITION

To plan, organize, direct and coordinate the day-to-day activities of the field operations within the Police Department including patrol and support service functions; to act as a watch commander or for the Police Chief on an as needed basis; and to provide highly complex staff assistance to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement goals and objectives; establish performance standards and methods for field and support services; develop and implement policies and procedures.

Plan, develop, organize and oversee Police Department staff including day-to-day operations; serve as the second-in-command for the department; oversee, coordinate and exercise responsibility, through subordinate supervisors, over each of the department's operations including patrol, support services, crime prevention, investigation, dispatch services, record maintenance, and community and administrative services.

Serve as Chief of Police in his/her absence and as watch commander as needed; personally perform a wide variety of sworn police duties as required.

Evaluate operations, goals, objectives, priorities, work plan and activities; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for operational needs; participate in the forecast of additional funds needed; review and analyze programs and procedures to ensure efficient and effective use of resources; monitor and control expenditures.

Oversee recruitment processes; participate in selection of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Police department.

Manage and direct the investigation of misconduct allegations and exceptional performance by

department personnel; recommend and administer disciplinary actions.

Oversee, direct and coordinate complex criminal investigations; provide direction as necessary; ensure cases are properly prepared for court.

Represent the division and department before City Council, to intergovernmental workgroups and to other outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of policing and law enforcement, investigation, patrol, community service, rights of citizens, rules of arrest, search, seizure and rules of evidence.

Principles and practices of governmental administration and organizational management, planning, goal setting, oversight, project management, program development and implementation.

Principles and practices of community policing and the Department's police manual.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize and direct the field and support service operations of the Police Department; act as a watch commander or for the Police Chief on an as needed basis.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wearing utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Meet P. O. S. T. standard requirements.

Interpret and explain pertinent local, state, and federal codes, laws, rules and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Four years of increasingly responsible experience in police or law enforcement service; including two years of supervisory and administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, criminology, social science, public or business administration or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of, or ability to obtain, a P.O.S.T. Supervisory certificate. Ability to obtain P.O.S.T. Management certificate within two years is desirable.