



SEPTEMBER 2019  
FLSA STATUS: EXEMPT

## POLICE LIEUTENANT

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the operations and activities of the Police Departments work units; participates in the development and implementation of departmental goals, objectives, policies and priorities; recommends appropriate service and staffing levels; coordinates assigned activities with other City departments and outside agencies; provides complex and responsible support to the Chief of Police and others in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police. Exercises direct supervision over sworn supervisory staff, as well as sworn or non-sworn support staff.

### **CLASS CHARACTERISTICS**

This is a management classification that manages the operations and services of the City's Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned functional areas, including patrol, investigative functions, and administrative support activities. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other City departments and public agencies. This class is distinguished from the Chief of Police in that the latter has overall management responsibility for all Police Department programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of Police Department units, including patrol, investigations, and administrative support services.
- Participates in the development and implementation of departmental goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees the department's budgets.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Chief of Police.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution when necessary.
- Prepares, reviews, and completes various department operational and administrative reports.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison to other City departments and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Chief of Police; develops and reviews staff reports related to assigned activities and services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a municipal law enforcement program including patrol, animal control, emergency communications, evidence and property, training, internal affairs, and investigations.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of effective leadership.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching municipal police services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of conducting complex investigations and recommending disposition of cases.

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases, and judicial court system processes.
- Methods and techniques of preparing technical, operational and administrative reports.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, other agencies and City staff.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient policing services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and enforce compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Ensure the proper use and maintenance of assigned law enforcement vehicles and firearms.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, businesses, organizations and the public.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and software programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Five (5) years of law enforcement supervisory experience equivalent to the Police Sergeant at the City.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Possession of, or ability to obtain, a valid Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures. The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

**WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.